

## National Cheng Kung University Library Rules for Loan Services of Books and Materials

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Article 1 The National Cheng Kung University Library Rules for Loan Services of Books and Materials (hereinafter as the Rules) are formulated to regulate the loan services of books and materials provided by the National Cheng Kung University Library (all branches included) (hereinafter as referred to the Library) primarily to the University faculty and students as well as conditionally to non-NCKU members following the ideal of resource sharing at no cost of the interests of the University faculty and students.

Article 2 The Rules apply to:

I. All personnel affiliated with National Cheng Kung University (hereinafter referred to as the University):

(I) All faculty and students (including adjunct employees, exchange students, and incoming graduate students).

(II) A student in a non-degree class or an extended program.

(III) A student enrolled on a selective curriculum program

II. Retired employees of the University

III. Alumni of the University

IV. A user of another library signing an interlibrary loan cooperation agreement with the Library

V. A member from an institution contracted by the University to provide an internship course for students in a University educational program.

VI. An honorary member of the Library

VII. A member of the Library

VIII. A volunteer at the Library

An eligible library user, as stated above, shall apply for a library card in accordance with National Cheng Kung University Library Rules for Library Card Application.

Article 2-1 If a library user has more than one active library card, he or she may only use a single card and status for borrowing, except for an alumnus, an honorary member and a member of the library.

When a library user with multiple library cards does not choose his or her primary card for borrowing, the library will choose the card with the best borrowing privilege for him or her.

Article 3 A library user may personally pick up books or materials and process a loan with a valid certificate during the opening hours of the Library.

Article 4 In the event of a lost employee ID card, student ID card or other library-related certificates, a library user shall make a request to the Library for a temporary suspension of loan privileges, and if they fail to do so they will be held responsible for any items borrowed using the missing card

Article 5 Article 5 Materials specially collected or stored in the antique room, theses and dissertations, journals and newspapers shall be read within the Library, and none of these items may be taken off the premises.

Article 6 Library users are entitled to borrow a maximum number of books or items within a designated period according to their official status, as specified below:

I. NCKU faculty, students and retired employees

(I) A fulltime instructors or physician: 80

(II) An adjunct instructor or physician: 30

(III) A staff member: 30

(IV) A graduate student: 50

(V) An undergraduate student: 30

(VI) An NCKU-affiliated senior high school student: 10

(VII) A retired employee: 20

The loan period of borrowed items as stated above is 30 days. An instructor or graduate student who intends to increase the number of borrowed items or extend the loan period for research purposes shall file a separate application.

II. An alumnus: 10 items for a loan period of 30 days.

III. Each of any other eligible library users mentioned in Article 2 of the Rules: 5 items for a loan period of 21 days

The loan of reference materials, designated reference books and audio-visual materials (with attached items) shall be processed according to Articles 7 and 8 in these Rules.

Article 7 In principle, reference materials should be used in the Library. However, a faculty member, a student or a retired employee of the University may register with the Circulation Desk within one hour before the closure of the Library for loan of reference materials, which shall be returned within one hour after the opening of the Library the following business day.

Designated reference books are allowed to be checked out for a maximum of five hours. Those borrowed less than five hours before the closure of the Library shall be returned within one hour after the opening of the Library the following business day.

Article 8 In principle, audio-visual multimedia materials shall be used in the Library. However, an instructor of the University may check out a maximum of three items for a loan period of seven days

Language magazines and their related materials published within the past five years may be borrowed by a faculty member or student of the University, with a maximum of three items for a loan period of 30 days.

Borrowed multimedia materials should be returned at the Circulation Desk, instead of being thrown into the Library's Books Drop.

Article 9 A borrowed book or item that is not reserved by any other library user may continue to be borrowed by the borrower with a loan renewal procedure, which shall be completed before the due day to restart another designated loan period.

I. NCKU faculty, students and retired employees:

The loan of a book/item can be renewed for a maximum of 11 times.

II. NCKU alumni:

The loan of a book/item can be renewed for a maximum of 3 times.

III. Library honorary friends, members, and library volunteers:

The loan of a book/item can be renewed for one time only.

Other eligible library users mentioned in Article 2 of the Rules: no loan renewal is allowed.

Article 10 Loan period for reserved items will be shortened

- I. If a book is reserved by another user upon checking out, the loan period will be shortened to 14 days.
- II. If you had already checked out a book, then someone placed a hold after you, the library will not shorten your original loan period.

Article 11 An eligible library user is entitled to reserve a maximum number of borrowed books or items for seven days after they are returned in accordance with their official status, as specified below:

- I. A fulltime instructor or physician:15
- II. An adjunct instructor or physician:10
- III. A staff employee:10.
- IV. A graduate student: 10
- V. An undergraduate student: 10
- VI. An University-affiliated senior high school student: 5
- VII. A retired employee and an alumnus: 5
- VIII. Library honorary friends, members, and library volunteers: 2

A library user with a recorded number of books reserved but not borrowed amounting to 5 volumes of reserved books will be subject to a 30-day suspension of reservation eligibility.

This book reservation rule shall not apply to those library users defined in Items IV and V of Article 2.

Article 12 An instructor of the University/ a doctor of the University Hospital who is unable to borrow books or materials personally may complete a loan by proxy in the following manner:

I. Proxy application:

An instructor shall present his/her employee ID card and complete an NCKU library form for loan by proxy at the Library.

II. Loan procedure:

The proxy shall process a loan with the Library with his/her personal ID (R.O.C. ID card for a relative), a completed NCKU library [card](#) for loan by proxy, and the instructor' s employee ID card.

III. Proxy termination:

The completed library card for loan by proxy should be returned to the Library to terminate the proxy.

Article 12-1 NCKU students with disabilities may be eligible for a proxy borrower card, but they must be registered with the Resource Room of the University in advance.

Article 13 Any borrowed books or materials that are overdue, lost or damaged shall be dealt with according to the NCKU Library Rules for Reader Violations.

Article 14 Loan services will be suspended when the Library takes its inventory, the dates for which shall be publicized in advance. Nevertheless, an instructor or graduate student with an urgent need for books or materials for research purposes is not subject to this rule.

Article 15 An NCKU employee who resigns from his/her office, who plans to study abroad or whose employment is discontinued, as well as an NCKU student who has graduated, is expelled or whose study is suspended, shall return all borrowed books or materials returned to the Library and pay all overdue fines before their departure from the University.

Article 16 These Rules shall be approved by the Administrative Meeting to go into effect. Any revisions shall be processed accordingly.