

National Cheng Kung University Library Rules for Reader Violations

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Article 1

These rules are formulated to maintain readers' interests in using the various resources of National Cheng Kung University Library (hereinafter referred to as the "Library") and to facilitate the Library operation.

Article 1-1

These rules apply to the main library, branch libraries and learning commons.

Article 2

The term "current NCKU members" referred to as the School staff in active service and students studying in the School, while readers of the rest identities all belong to the general public.

Article 2-1

Violation of these rules may result in the suspension of access to Library, electronic resources and borrowing privileges. If a current NCKU member has multiple library cards and violates the library rules, all his cards will be suspended.

Article 2-2

The general public who pay for the library card is not allowed to apply for a refund if his/her card is blocked because of violating these rules.

Article 3

Readers should pay attention to the due day of books and materials borrowing from the Library and return them within the due date. Readers who fail to return items by the due date will incur fines and library privileges will be suspended in accordance with the following rules:

1. General books/materials, map collections and attached items: a fine of NT\$5 per overdue day for each volume (piece).
2. Designated reference books: a fine of NT\$5 per overdue hour for each volume (piece).
3. Multi-media audiovisual materials: a fine of NT\$30 per overdue day for each volume (piece).
4. The maximum overdue fee per copy (piece) is limited to NT \$ 1,000.

The number of books and their accompanying materials borrowed from the Library is calculated on the basis of individual entity which is lent, e.g. one book or magazine plus a CD will be counted as two pieces.

Readers whose overdue fines have not paid will be suspended from borrowing Library items. Readers who have not returned borrowed items for more than 30 overdue days or have accumulated NT\$500 unpaid overdue fines will be prohibited from entering the Library, borrowing items, and accessing electronic resources until all borrowed items are returned and all overdue fines are paid.

An NCKU reader who has graduated, is expelled or whose study is suspended without returning all borrowed items or paying all overdue fines will be handled in accordance with the preceding paragraph.

Interlibrary cardholders who fail to return interlibrary loan items by the due date or to pay the overdue fines to the lending library cannot return the interlibrary card and will be suspended from checking out items in both NCKU Library and the lending library until he/she returns all checkouts and pays overdue fines. Paragraph 3 shall apply to other measures concerning suspension of privileges.

Article 3-1

Audiovisual materials should not be returned in book drops. If readers violate this rule more than 3 times within 6 months, their audiovisual materials borrowing privileges will be suspended for one month.

Article 4

Readers who has lost, marked or damaged the borrowed books and materials is liable to precede

replacement procedure at the Library before the due day according to one of the ways stated below, and an overdue fine shall also be imposed for those who fail to return library materials before their due date.

1. Purchase a replacement copy:

- (1) A lost hardcover book shall not be replaced with a paperback book.
- (2) A replacement shall be the same as the lost item in terms of contents.
- (3) Where the same edition of a lost item, except for rare ones, is not available, a new edition may serve as a replacement; however, any item violating the copyright law must not be a replacement. A lost book that is part of a set shall be replaced with a new edition of the whole set of books. In such cases, the compensator does not have any rights on the remaining books of such set.
- (4) If the audiovisual materials or book attached materials are non-book items, the replacement for lost items shall cover the original collection range authorized to the Library.
- (5) The books and materials for replacement shall not be defaced or marked.
- (6) Readers who fail to replace a lost item with an available item in time shall carry a subscription order as proof to conduct replacement procedure at the Library, and those who fail to make replacement for more than three (3) months will be imposed additional overdue fines according to Article 3.

2. Pay the replacement cost:

- (1) The replacement fee is calculated as 1.5 times of the purchase price value based on the consumer price index in Taiwan of the most recent year.
- (2) The replacement fee for Library books/materials of unavailable price index, unknown purchase price or donation should be made at the following rates: books or materials in foreign language: NT\$ 3,000 for each hardcover copy and NT\$ 2,000 for each paperback copy; books or materials in Chinese: NT\$ 2,000 for each hardcover copy and NT\$ 1,000 for each paperback copy; audiovisual/multimedia materials in a foreign language: NT\$ 3,000 for each item; audiovisual/multimedia materials in Chinese language: NT\$ 2,000 for each item.
- (3) Where the lost audiovisual/multimedia or book attached materials which are non-book items and incapable to calculate their prices independently, the replacement fee shall be made on the basis of adjusting the purchase price of the whole set by the consumer price index.
- (4) A lost item of a set of books or audio-visual materials, its replacement fee will be calculated as 3 times of the purchase price of the lost single value based on the consumer price index in Taiwan of the most recent year; item of unknown original purchase price or donation shall be charged according to terms of Paragraph (2).
- (5) The value of a lost rare book shall be appraised by experts whose evaluation cost shall be at the expense of the compensator. The replacement fee for a lost item of rare book or out-of-

print book, or book published before 1945, shall be made according to its value on a case-by-case basis.

Readers who fail to make replacement prior to the due date of the lost items will be imposed additional overdue fines according to Article 3.

Article 5

Any reader who takes library books/materials out of the Library without registering them as a loan, or damages or marks the books/materials in the Library, are liable to the following punishments stipulated by the Library:

1. The processing fees are calculated as follows:

- (1) The replacement fee for books and materials of the Library shall be made at the price calculated according to Paragraph (2) of preceding Article.
- (2) The replacement fee for journals shall be based on the annual subscription fee of such journal when the event occurs. Replacement fee for journal without price list: NT\$3,000 for foreign journal and NT\$1,000 for Chinese Journal.
- (3) Replacement fee for newspapers: NT\$150 for each foreign newspaper and NT\$30 for each domestic newspaper.

2. In addition to paying the above-mentioned processing fees, serious violations shall be dealt with in accordance with the Article 12.

Article 6

Any reader whose violation processing fee is not paid or whose borrowed items are not returned should be informed personally and referred to the authorized office by the Library.

If the library users who fail to pay the violation processing fee within three months, the Library is entitled to deduct such sum from their deposits and suspend all their library privileges until their total violation fines are paid.

Article 7

A library card should be used only by its owner and must not be lent to any other person. To safeguard personal rights, a library card holder should report a lost library card to the Library immediately and apply for a replacement. A card holder shall be responsible for any loss or damage to library books/materials incurred by the fraudulent use of a lost card that has not reported to the Library.

If any reader is found using a copied key fob or barcode of his/her student ID card, another person's library card, or lending his/her library card to others to gain access to the Library, the Library staff will confiscate the ID and notify the cardholder. Current NCKU members may lose access to the

Library and borrowing privileges for 7 to 30 days and the general public may lose access to the library premises and borrowing privileges for 1 to 3 months, depending upon the severity of the behavior.

Once readers are found to use a forged or altered ID to get into the library, the library will confiscate the fake ID and notify the cardholder. Current NCKU members may lose access to the Library, electronic resources, and borrowing privileges for 1 to 3 months and the general public may permanently lose access to the Library premises and library borrowing privileges, depending upon the severity of the behavior.

Article 8

Users who violates National Cheng Kung University Library Rules for Use of Electronic Resources and is to regard as a material breach, shall be handled according to the provisions of Article 12.

Article 9

Library users are prohibited from the following behaviors. Those who commit any of the violations stated below and fail to improve after persuasion shall receive a violation point from the Library. A violator of non-NCKU member shall be asked to leave the library premises immediately for the remainder of the day.

1. Being in recumbent sleeping or improper gesture.
2. Carrying food, drinks or animal (excluding guide dog) into the Library except when expressly authorized.
3. Smoking, or talking, cackling and reciting loudly or any other behaviors that infringe on the rights of other library users.
4. Using mobile phones outside the designated area.
5. Reserving a seat by leaving unattended belongings or leaving seat for more than 30 minutes which is to regard as seat reservation, will receive a violation point from the Library. In addition, the personal belongings left on the empty seat will be removed and collected to a site by the Library staffs without any safekeeping responsibility. The Library is not responsible for any damage or cost incurred to personal belongings left unattended.
6. Moving Library equipment or other person's articles without being permitted.
7. Improperly using computer equipment, network resources or mobile device.
8. Bringing and using personal audiovisual material or equipment into the large/ small group viewing rooms or using library equipment to watch personal audiovisual materials.
9. Using the Library audiovisual equipment to copy, transcript, or download data without approval.
10. Reserving a seat in the Media Viewing Carrels, E-Hub Area, or the Map Room for personal

study.

11. General public bringing in personal belongings into the library. (Except with the permission of the library)
12. Helping the general public to bring in personal belongings.
13. After reserving a library space, but transferring the booking to another person, misusing the space, or remaining in the space after the due time.
14. Using laptop computers or other devices that create excessive noise in areas designated as the Quiet Reading Area.
15. Remaining in the Library after regular closing hours or leaving personal belongings unattended.
16. Exhibiting unsanitary hygiene
17. Trespassing in non-public areas or unauthorized use of library facilities.
18. Refusing to follow the directions of library staff or disrespectful attitudes toward the staff
19. Other misconducts failing to improve after being persuaded.

The violation point record will be kept for a year. Readers whose violation points have reached to two or more shall be punished as follows:

1. Suspending the Current NCKU members from using the Library and borrowing its books and materials for one (1) month.
2. Suspending the general public from accessing the Library for three (3) months.

Readers with suspended privileges who continue to receive one or more violation points within one year shall be punished as follows:

1. Suspending the Current NCKU members from accessing to the Library, electronic resources and borrowing its books and materials for 3 month.
2. Suspending the general public from accessing to the Library building and borrowing its books and materials permanently.

Article 10

Readers should cherish and protect all the equipment in the Library from being damaged or vandalized. Without official permission, readers shall not arbitrarily move any existing equipment around or install any non-Library equipment. Should any existing facility or equipment be damaged as a consequence of any unauthorized practice, the individuals concerned shall be liable to pay compensation. The compensator shall make the full payment for the repair of any damaged but repairable equipment or for the replacement of any damaged and non-repairable equipment. If any equipment is neither repairable nor available for purchase, the compensator shall pay the original price and an additional 50% processing fee.

Article 11

The use of Library materials shall comply with laws and regulations with regard to intellectual

property rights, and users shall personally assume legal responsibility for any violations of these. Case of major violation shall be handled in accordance with the provisions of Article 12.

Article 12

Readers shall observe the provisions of the Library. In case of any violation occurs, the Library may, depending on its condition, ask the user to leave the Library premises immediately and notify the campus police to handle. Library user committing stealing, sexual harassment or violating public order and morals, or other severe circumstances which are likely to endanger the safety of the Library or other users' rights and interests, shall be imposed the following additional punishments:

1. Current NCKU members:

- (1) Violators may be referred to responsible unit to handle according to school rules and related regulations.
- (2) Violators may lose access to the Library, electronic resources and library borrowing privileges for up to 3 months.

2. The general public:

- (1) Violators may be reported to relevant institution or school.
- (2) Violators may permanently lose access to the Library building and library borrowing privileges.

Any other illegal behavior shall be liable for legal responsibility in accordance with relevant laws and regulations.

Article 13

This policy will be approved by the Library Affairs Committee before they become effective. Any revisions shall be processed accordingly.

* These rules were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.