

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 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 general public.

Article 2-1

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

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, bound language magazines and attached items: a fine of NT\$5 per overdue day for each volume (piece).
2. Reference materials and designated reference books: a fine of NT\$5 per overdue hour for each volume (piece).
3. Multi-media audiovisual materials and attached books: 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 who has not returned a borrowed item for more than 60 overdue days shall be deprived of his/her eligibility to enter the Library, borrow and use Library materials until the borrowed item is returned to the Library. Readers whose overdue fine has not paid shall be deprived of his /her rights to borrow the Library books or materials.

Readers who use interlibrary cards to borrow books from the cooperative library fail to return items by the due date or fail to pay the overdue fine, the Library will deprive readers of his /her rights to borrow the Library books or materials.

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) The replacement for lost non-book items of audiovisual/multimedia attached materials 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.

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 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.

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, a violator may be subject to the following punishments stipulated by the Library:
 - (1) Current NCKU members: to be referred to the authorized office or department and disciplined according to school rules or relevant punishment regulations.

- (2) General public: to be reported to relevant institution or school by mail and to be requested to reply the handling results. If a school or institution fails to cooperate with this regard, members of such school or institution will be rejected to use the Library.
- (3) General public who refuses to identify their institution or who is not affiliated with any institution shall be reported by the Library to the University police for further management.
- (4) If readers are found to have violated a civil or criminal law, the Library should, in addition to imposing punishments prescribed in the preceding Article and this Article, investigate his/her legally responsible according to civil law, criminal law, copyright law or other applicable laws.

3. Suspending the right to access the Library and the rights to borrow and use Library materials for three (3) months; for those who fail to pay the processing fees, their library privileges will be suspended until the overdue fees are settled. General public may be refused entry to the library permanently.

Article 6

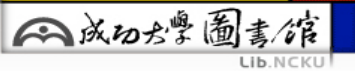
Any reader whose violation processing fee is not paid or whose borrowed items are not returned should be informed personally and referred to the authorized office by the Library. If the library users who fail to pay the violation processing fee within three months, the Library is entitled to deduct such 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.

Once readers who are found to lent his library card to another person for use or to use another person's library card for use, both of their rights of Library admission and Library's books/materials borrowing will be suspended for one (1) month.

Once readers who 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, and both of their library privileges will be suspended for up to (3) months depending on the case.



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 immediately.

1. Being in recumbent sleeping or improper gesture.
2. Carrying food, drinks or animal (excluding guide dog) into the Library.
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 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.
6. Moving 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 Library Multimedia Center or large/ small group audiovisual rooms.
9. Using the equipment of the Library Multimedia Center or large/ small group audiovisual rooms to copy, transcript or download data without approval.
10. Occupying a seat in the Multimedia Center 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 failing to show up to check in, transferring the booking to another person or misusing the space.
14. Using laptops or other items making noises that cause disturbance in Quiet Reading Area. Those who fail to improve after persuasion must leave Quiet Reading Area immediately.
15. Stay in the Library or not taking away personal belongings after the Library is closed.
16. The behavior of influencing the cleanliness of reading space and environmental

hygiene.

17. Access to non-open spaces and unauthorized use of equipment not intended for use by readers.

18. Readers who violate these rules behave with bad attitude or do not listen to dissuasion.

19. Other misconducts failing to improve after being persuaded.

The violation point record will be kept for one (1) 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.

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 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, the Library staff or other users' rights and interests, shall be imposed the following additional punishments:

1. The readers from the school will be referred to responsible unit to handle according to

school rules and related regulations.

2. The outside user will be reported to relevant institution or school by mail and to be requested to reply the handling results. If a school or institution fails to cooperate with this regard, members of such school or institution will be rejected to use the Library.
3. Suspending the right to access to the Library and the rights to borrow and use Library materials for three (3) months; General public may be refused entry to the library permanently.

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.