

National Cheng Kung University Library Inter-library Cooperation Service Operation Regulations

Approved by the Library Affairs Meeting on 7th March, 2000
Amended by the Library Affairs Meeting on 4th October, 2000
Amended by the Library Affairs Meeting on 20th March, 2002
Amended by the Library Affairs Meeting on 12nd November, 2003
Amended by the Library Affairs Meeting on 20th April, 2004
Amended by the Library Affairs Meeting on 9th June, 2006
Amended by the Library Affairs Meeting on 8th January, 2008
Amended by the Library Affairs Meeting on 29th April, 2009
Amended by the Library Affairs Meeting on 21st April, 2011
Amended by the Library Affairs Meeting on 21st December, 2011
Amended by the Library Affairs Meeting on 27th August, 2014
Amended by the Library Affairs Meeting on 28th December, 2017
Amended by the Library Affairs Meeting on 18th March, 2021
Amended by the Library Affairs Meeting on 26th April, 2022
Submitted to the Library Committee on 28th December, 2022

Article 1 To enhance cooperative relationships with other libraries, this library has adhered to the belief in resource sharing, and will provide the needed materials for teaching and research according to stipulated regulations.

Article 2 Items of Service :

- a. Domestic inter-library copies
- b. Domestic inter-library book loans
- c. International inter-library copies
- d. International inter-library book loans

Article 3 Service clients :

- a. University faculty, students and staff
- b. Alumni with a valid NCKU Alumni Library Card (limited to application for RapidILL Express Document Delivery Service)
- c. Group membership of the library (limited to copies of material)
- d. Each of the units of the inter-library cooperation organization

Article 4 Hours of service

Applicants can submit an ILL request online at any time, and pick up the requested material within the Library opening hours after it arrived in the Library.

Article 5 Application and operation procedures :

a. Inter-library borrowing:

- After ensuring that the library has no such item, the applicant can file their application to domestic or oversea libraries.
- Users can make use of Nationwide Document Delivery Service (abbreviated as NDDS in the following) or Rapid Express Document Delivery Service (abbreviated as RapidILL in the following) to file their application, and make copies of material or just borrow them.
- If it has been verified that there is no such item in a collection in the country and RapidILL cannot provide it, users may submit their application to foreign institutions through NDDS.
- A group having library membership will, as a whole, appoint a person to be responsible for the application.
- Ways of application:
 1. Application must, in all cases, be conducted online. Users need to apply for an account number online if they need to use NDDS, and can access online once their account is verified and cleared. Group applicants of the library will have to fill in their unit as “library” and put their membership number in the remarks column.
 2. Material on mainland China: if there is no such material in the country, it will be treated as if it is foreign material.
 3. Medical material: Application will be filed through the medical branch library and application made to The United States National Library of Medicine through the DOCLINE system.

b. Inter-library lending:

- When an online application is received and confirmed as in the collection of the library, it will then follow procedures to process it.
- Copies of articles in online journals: limited to authorized online journals.

Article 6 Materials needed immediately can be noted as a rush order. The fee for a rush order will be based on each library's charges.

Article 7 Standards of fee collection :

a. Inter-library borrowing:

- Domestic borrowing:
 1. Base on each library's fee collection standards

2. No fee will be charged for a cancelled request
 3. Each application to borrow books will be charged an additional return postage of NT\$70.
- International borrowing:
 1. Applications conducted through RapidILL system will be charged NT\$3 per page.
 2. Applications conducted through NDDS system:
 - Each article will be charged a copy fee of NT\$450, and each book loan request will be charged NT\$800 (with additional return registered air-mail postage to a foreign library).
 - The United States National Library of Medicine: For copies within school and inter-library cooperation units, NT\$450 will be charged.
 - Material obtained through Science & Technology Policy Research and Information Center (including material from mainland China): based on the institute's fee standards.
 - Standards of fee collection vary among foreign institutes, and if actual fees charged exceeded the standards of fee collection, it will be charged accordingly.
- b. Inter-library lending:
- Domestic lending:
 1. Mail delivery:
 - Copies of material: NT\$5 per A4 page. Each case will be charged an additional NT\$20 service fee, plus registered mail postage.
 - Book loans: NT\$100 for each book- NT\$5 will be charged for each day overdue judged according to the postmark.
 - Micro-form and disk information: NT\$10 per page. Each case will be charged an additional NT\$20 service fee, plus registered mail postage.
 2. Library-to-library electronic document transmission:
 - Copies of material: NT\$5 per A4 page. Each case will be charged an additional NT\$20 service fee.
 - Micro-form and disc information: NT\$8 per page. Each case will be charged an additional NT\$20 service fee.
 3. An additional NT\$30 will be charged for each rush order: Same-day service or an application that needs to be processed as a priority would be deemed an emergency case.
- International lending:
 1. Reciprocal charge.

2. If there are no reciprocal charges, libraries can choose one of the following to render payment:
 - If there are no reciprocal units for charging, 10 pages are considered as a unit, and each unit will be charged US\$25, with an additional US\$5 per extra unit.
 - It is considered a unit for each 10 pages, and each unit is deemed 1 IFLA. An additional 0.5 IFLA is charged for each extra unit.
 - Copies of NCKU Dissertations & Theses are charged US\$42 or 4 IFLA vouchers per request.

Article 8 Response to requests :

a. Inter-library borrowing:

- Domestic material: Time efficiency of various libraries will vary, which will take about 5 working days. The library will notify the applicant when the application has arrived or been rejected. The applicant must pick up the material where the application was made and pay for it when they collect the material.
- Inter-library borrowing:
 1. Application conducted through NDDS system: Time efficiency of various libraries will vary, which will take about 2 to 14 working days for response.
 2. Application conducted through RapidILL system: It will take about 1 to 3 working days for responses to be made.

b. Inter-library lending:

- Aside from applications with problems, a response will be made within 3 working days.

c. Group library memberships:

- The library will notify such a unit when an application has arrived or been rejected, and information arrived will be mailed to the designated contact person of the group member.
- The bill will be settled every month with the designated group contact person.

Article 9 These operation regulations shall be approved by the Library Affairs Meeting and submitted to the Library Committee to go into effect. Any revisions shall be processed accordingly.

Note: These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.