

National Cheng Kung University Library Rules for Interlibrary Loan Services

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Submitted to the Library Affairs Committee on Oct. 1, 2004
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- I. These rules are formulated to enhance the cooperation between the Library and other libraries based on the ideal of resource sharing and the principles of reciprocity and equality.
- II. Interlibrary Loan Service:
 - (1) Under an interlibrary loan agreement between the Library and a library with a collection of more than 60,000 volumes, users of either library may use their ID card or student ID card to process an interlibrary loan.
 - (2) Under an interlibrary loan agreement between the Library and a library with a collection of 30,000 to 60,000 volumes, there will be an exchange of 20 interlibrary cards.
 - (3) Under an interlibrary loan agreement between the Library and a library with a collection of less than 30,000 volumes, there will be an exchange of 10 interlibrary cards.
 - (4) In the case of special requests; approval by the principal is required.
- III. Other matters related to the processing of applications based on interloan service agreements.
- IV. Users of the libraries that have signed interlibrary loan agreements with the Library can borrow items with valid ID cards or interloan cards issued by the Library.
- V. Libraries loan agreement should abide by the rules as follows:
 - (1) Confirmation of the user's eligibility for an interlibrary loan.
 - (2) Entrance access, resource utilization and loans must comply with the rules set forth by the Library.
 - (3) If a user loses an interloan card, the user shall immediately notify the Library so that they can suspend the card, if the user fails to do so and this result

in any loss of the Library collection, the user will be made responsible for the loss.

- (4) In case of violations, the user's associated library will be made responsible for the violation. With serious violations, the Library is entitled to terminate the user's rights to the interloan service.
 - (5) When students graduate from the associated university, or faculty and staff members quit/retire, the associated library is responsible for any books they have not returned. Such users' libraries shall notify the Library that they have left, and they shall be held responsible for any losses resulting from failing to do this.
 - (6) Recent graduates' loan rights will be terminated on May 1st each year; students with special requirements can resume the loan service provided that their associated libraries submit the documents and statements required.
 - (7) Failure to execute the content of the interloan agreements will result in their termination.
 - (8) In the case of rules that are not specified above, the rules can be formulated by both libraries. If the date for a loan clashes with the needs of the University or the Library, the University and the Library take priority.
- VI. These guidelines and their revisions are in effect subject to the approval of the Library Affairs Meetings and submission to the Library Committee.