

Rules for Borrowing Library Materials from the Library of Soochow University

Amended and approved by the Library Board on June 22,2022

Article 1

The library materials (including non-book materials) in the collection of the library (hereinafter referred to as "the Library") are mainly provided to the faculty, staff and students of the University and the Library card holders approved by the Library for reference.

Article 2

The borrowing of library materials should be done in person with a card during the borrowing hours stipulated by the Library. However, this shall not be limited to what is otherwise stipulated in these rules. The borrowing of library materials with a card shall comply with the following regulations:

1.Full-time faculty and staff should use their library cards to borrow materials. In the event that a full-time faculty member is unable to borrow library materials in person, he/she may authorize another person with a letter of authorization and the borrower's card to borrow the materials on his/her behalf.

2. Registered students should use their student ID cards to borrow books.

3. Prospective faculty members, part-time instructors approved through the university's three-level review process, as well as admitted research students who have completed registration with the Office of Academic Affairs, may fill out an application form and apply for a library reading card at the library to borrow materials.

4.Visiting professors, full-time and part-time faculty members, and research assistants may apply for a reading permit by filling out the "Soochow University Library Card Application Form" with the consent of the organization to which they belong.

5. The library will also provide a reading pass for retired faculty and staff members who have completed the "Soochow University Library Card Application Form" with a deposit of NT\$3,000, which will be refunded without interest when the reading pass is returned to the library. The deposit will be refunded without interest when the card is returned to the library.

6. Alumni may apply for a reading permit by filling out the "Soochow University Library Card Application Form" and paying either a deposit of NT\$2,000 or making a donation of up to NT\$2,000, and presenting an official receipt issued by Soochow University.

7. Alumni who are unable to pay the fees listed in the previous paragraph for special reasons may apply for a two-year reading pass by completing the "Soochow University Library Card Application Form" and paying a deposit of NT\$1,000. The deposit will be refunded without interest when the pass is returned to the Library.

8. Students who are enrolled in a credit-bearing class may apply for a library card by filling out the "Application for a Reading Permit for Credit-Bearing Classes in the Extension Library of the Department of Extension of the Soochow University" and submitting the application for a reading permit with their

student IDs.

9. Others who have been approved by the library should apply for a library card for borrowing.

Article 3

The number of books (items) and the loan periods of library materials shall be handled in accordance with the "List of Books and Materials Borrowed by Various Types of Patrons and Their Loan Periods in the Tohoku University Libraries".

The contents of the previous list may be added, deleted, or modified by ~~resolution~~ of the library board meeting.

Article 4

The regulations for renewing library materials are as follows:

The renewal of loaned library materials is allowed, and the new due date will be calculated from the date of renewal.

There is no limit to the number of renewals, and the loan period of each volume (piece) is limited to the longest renewable date.

If materials have been reserved by another borrower, renewals are not allowed. Additionally, if one of the borrowed materials is overdue, none of the borrowed materials can be renewed. The same applies to the suspension or termination of the borrower's borrowing right.

Article 5

The borrower of library materials are responsible for the safekeeping of the loan card and are allowed to transfer the loan to others. The borrower must report the loss of the card to the Library immediately. If the loss is not reported and the Library suffers a loss, the original bearer of the card shall be liable for damages.

Article 6

The borrowing right of students is suspended during the semester of suspension. Students who have graduated, withdrawn, or taken a leave of ~~absence~~, as well as faculty and staff who have left the university, should return the borrowed library materials before leaving the university; otherwise, students will not be able to complete departure procedures, and faculty and staff will not receive employment termination documentation.

Article 7

All valuable books, reference books, reading materials assigned by professors, thesis papers of the university, periodicals, newspapers, etc. are restricted to be read only in the library and cannot be borrowed. However, the following cases apply:

1. Reference books and periodicals may be checked out at the request of the borrower thirty minutes before closing time, and should be returned within one hour after the opening of the library on the first day of the next reading session, after which the late fee will be calculated from one hour after the opening of the library, and the late fee should be NT\$5 per book (item) per hour; if the fee is more than one day, the borrower will be suspended for one semester.
2. Designated reading materials will be handled in accordance with the "Rules for Borrowing Books Designated for Teachers in the Library of Soochow University".

Article 8

The Library may request the return of borrowed library materials at any time when there is a need for inventory, arrangement, reorganization, binding, or other necessary reasons. If the materials are not returned within the period of time due to the special reasons mentioned in the preceding paragraph, the borrower's borrowing right may be suspended for eight weeks.

Article 9

If the borrowed library materials are overdue, in addition to stopping the borrowing right, the following regulations shall apply:

1. For each book, a late repayment fee of NT\$5 will be charged for each overdue volume; for each piece of non-book material, a late repayment fee of NT\$10 will be charged for each overdue piece. The borrowing right will be restored when the overdue materials are returned.
2. The calculation of overdue days begins from the day following the due date. If the overdue materials are returned within three days, the late fee will be waived; if overdue for more than three days, the late fee will be calculated from the first day of the overdue period. When the library is closed and on Saturdays and Sundays, the late payment will be waived.
3. The maximum cumulative amount of late payment for each registration (item) is NT\$600.
4. If the accumulated late payment reaches NT\$600, the borrowing right will be terminated. The borrowing right will be restored once the accumulated late payment is less than NT\$600.
5. The late payment must be settled before leaving the university or leaving the job.

Article 10

Anyone who damages materials in the collection or carries out library materials without completing the borrowing procedures shall have his/her borrowing privileges suspended for four weeks.

In case of serious violation of the preceding paragraph, the Library may refer the case to the Office of Student Affairs or other related organizations.

Article 11

If the borrowed library materials are lost or damaged, compensation shall be made in accordance with the "Key Points for Compensation of Loss and Damage of Library Materials in the Library of Dongwu University". The contents of the previous point may be added or deleted by resolution of the library board meeting.

Article 12

These rules shall be approved by the Library Committee and reported to the President of the University for promulgation and implementation, and the same shall apply to amendments.