

## **Use of Soochow University Library's Non-Printed Materials Room**

Revised and approved by the Library Committee on June 3, 2002  
Revised and approved by the Library Committee on December 16, 2002  
Revised and approved by the Library Committee on October 15, 2008  
Revised and approved by the Library Committee on October 3, 2011  
Revised and approved by the Library Committee on June 11, 2012  
Revised and approved by the Library Committee on October 16, 2013

### **Article 1**

In response to the increasing variety of non-printed materials, such as audio recordings, video recordings, microforms, and multimedia, our library has established a Non-Printed Materials Room. This facility aims to facilitate access to these resources for the benefit of the faculty, staff, and students of our university, enabling them to acquire new knowledge and engage in academic research.

### **Article 2**

The Non-Printed Materials Room is equipped with audio tapes, video tapes, LDs, CDs, VCDs, DVDs, microforms, slide films, and various multimedia software.

### **Article 3**

All equipment and materials in the Non-Printed Materials Room are for in-library use only. The room operates on an open-shelf system, allowing users to access and utilize the resources within the designated area. Borrowing procedures are available for faculty, staff, students, and alumni of our university who present valid service cards, student IDs, or alumni cards.

### **Article 4**

Readers are limited to borrowing one item or set at a time. Once they have finished using the borrowed item, they may return it and then proceed to borrow another item.

### **Article 5**

Readers are allowed to use the equipment for a maximum of 2 hours at a time. If there are no other reservations following their session, they may continue using the equipment. In the event that all seats are occupied, readers can make a reservation for a different time slot. Failure to complete the borrowing procedure within the reserved time will be considered an automatic forfeiture of the reservation.

### **Article 6**

Without the permission of the library, users are not allowed to utilize the library's equipment to screen or present their own non-printed materials.

### **Article 7**

When borrowing equipment and materials, users must properly follow the guidelines provided by the library. In the event of any malfunction, damage, or loss caused by personal negligence, users shall be liable for repair or replacement costs.

### **Article 8**

Teachers, according to their teaching needs, may provide a list of up to six non-printed materials for students to use within the Non-Printed Materials Room. These materials are designated for in-library use only and cannot be borrowed.

#### Article 9

The Group Screening Rooms are open for use by faculty, staff, and students of our university. If there are no prior reservations, users can register at the Non-Printed Materials service desk for immediate use.

#### Article 10

Users of the Non-Printed Materials Room are strictly prohibited from engaging in reproduction, editing, or any other actions that violate copyright laws. Users are expected to comply with all relevant regulations pertaining to intellectual property rights. The user will held personally liable for any violation of these regulations.

#### Article 11

The opening hours of the Non-Printed Materials Room are determined by the library and announced separately.

#### Article 12

These regulations have been approved by the Library Committee and have been issued for implementation after being endorsed by the president. The same process will be followed for any future revisions.