

Points of Compensation for Loss and Damage of Library Materials in the Soochow University Library

Approved by the Board of Trustees at the meeting of August 24, 2022

Article 1

"The policy for Compensation for Loss and Damage of Library Materials" (hereinafter referred to as the "policy") is stipulated in accordance with Article 11 of the "Library Materials Borrowing Rules of Soochow University Library".

Article 2

The term "library materials" refers to all books and non-book materials in the Library's collection. In case of loss or damage of library materials borrowed by patrons, compensation will be handled in accordance with this policy.

Article 3

Loss of library materials must be reported to the collection unit. For cash compensation, the compensation procedure should be completed within 14 working days after the due date; for compensation of library materials, the compensation procedure should be completed within 14 working days after the due date for domestic published materials and 120 days after the due date for foreign published materials; for those who report the loss of library materials after the due date, or those who fail to complete the compensation procedure within the due date, they will be subject to the following conditions. For overdue library materials that are lost or not compensated within the deadline, overdue fees will be added in accordance with Article 9 of the Library's Rules for Borrowing Library Materials.

Article 4

Principles of Compensation

1. Loss or damage of general library materials should be compensated by purchasing the same library materials, or by replacing them with new editions if available.
2. The information to be compensated must comply with the provisions of the Copyright Law and must not be circled, annotated, stained, folded, scratched, or damaged.
3. In the event of loss or damage to one or more volumes of a series or set of books or a complete set of audio-visual materials, the original materials should be purchased to compensate for the loss or damage. If the materials cannot be purchased out of pocket, then the full set of materials should be used to compensate for the loss or damage; the person who pays for the loss or damage should not claim to have the right to own the remnants of the materials.
4. Audio-visual materials should cover the scope of authorization of the original collection, and apply the principle of broadcasting in Taiwan area code. Compensation for special editions (including

rare books) and art albums, etc. shall be handled in accordance with the value of the project.

Article 5

The loss or damage of unavailable or out-of-print materials shall be compensated in accordance with the following standards:

1. Book materials:

- (1) If the market price can be traced, compensation will be three times the market price. For series or sets of books, the total market value of the whole set, the compensation will be three times the market value.
- (2) If the market price is not available, the price will be calculated by the number of pages (from the title page to the bottom of the book). The price per page of books published in Taiwan shall be NT\$3; the price per page of books published in Mainland China, Hong Kong and Macau shall be NT\$5; and the price per page of books published abroad shall be NT\$10.

2. Non-book information:

- (1) If the market price can be determined, the compensation will be three times the market price. For complete sets of audiovisual materials, the compensation will be three times the total market value of the complete set.
- (2) If the market price cannot be determined, audio-visual materials will be compensated at NT\$1,000 per piece; home editions of audio-visual materials published in China will be compensated at NT\$1,000 per piece, and public editions will be compensated at NT\$5,000 per piece; publications in China, Hong Kong, and Macao will be compensated at NT\$5,000 per piece; and foreign publications will be compensated at NT\$10,000 per piece. However, other types of non-book materials will be compensated according to their value.

Article 6

After the approval of the Board of Library Directors, the Director shall promulgate the implementation of the regulations, and the same shall apply to any amendments to the regulations.