

Points to Note on the Use of Return Boxes in the Library of Soochow University

Approved by the Library Board on May 23, 2007
Adopted by the Board of Library Committee on June 7, 2023

Article 1

In order to facilitate patrons to return books by using the return boxes, the library of Soochow University (hereinafter referred to as the Library) has established the "Guidelines for the Use of the Return Boxes in the Library of Soochow University" (hereinafter referred to as the Library).

(hereinafter referred to as the Library) in order to facilitate patrons to return books by using the return boxes.

Article 2

The return box is open for use 24 hours a day, 7 days a week.

Article 3

The return box can only be used for books in the Library's collection. Please check the return box before putting in the books. The Library will not be responsible for the storage and compensation of any misdirected materials.

The Library will not be responsible for the storage and compensation of mistakenly deposited items. The Library has the right to handle such materials, and the person who made the mistake should not object to it.

Article 4

The actual number of books returned by using the return box shall be based on the number of books received by the Library; the number of books that can be borrowed before receipt shall be based on the Library's automated system.

The number of books that can be borrowed before they are counted is still based on the records of the Library's automated system.

Article 5

Overdue books should be returned in person at the borrowing and returning counter.

The late fees for overdue books returned by using the return box will be calculated on the day of collection and will be automatically accumulated by the system.

Article 6

After using the Return Box to return a book, you must check the "Personal Borrowing Record" on the Internet after noon on the next business day to confirm the return procedure.

After using the Return Box to return a book, you must check the "Personal Borrowing Record" on the

Internet after noon on the next working day to confirm whether or not the book return procedure has been completed. The book return box is equipped with 24-hour video surveillance.

If there is any dispute, please request for a digital video recording on the following opening day.

Article 7

The following items are not allowed to use the book return box for returning books, otherwise, the Library shall be responsible for damages:

1. Books not owned by the Library.
2. Large books that cannot be put into the box.
3. Dirty, damp, moldy and damaged books.
4. Audio-visual materials (CDs, VCDs, DVDs, etc.) and books with accessories (compact disks, teaching aids, paper cards, etc.).
5. Books and materials borrowed from outside interlibrary cooperation centers.

Article 8

When the return box is full or cannot be used for other reasons, please do not force it in or put it out of the return box arbitrarily. If damage or loss occurs as a result, the borrower will be responsible for compensation.

Article 9

Any matters not listed in these guidelines shall be handled in accordance with the provisions of the "Rules for Borrowing Library Materials of Soochow University Library".

Article 10

After the Library Committee has approved this course, it will be submitted to the President for promulgation and implementation, and the same applies to amendments.