

Interlibrary Loan Service Regulations of Soochow University Library

Approved by the Board of Library Commissioners on December 26, 2001

Approved by the Library Committee on May 20, 2009

Article 1

Students with student ID cards and staff with Employee ID cards may apply for a "Cooperative Library Card" at the Library on the Main library or at the downtown campus library.

Article 2

Each individual can borrow one library card from each cooperative library at the same time, and cannot borrow another library card from the cooperative library before the book is returned.

Article 3

The duration of library card usage shall be in accordance with the regulations of the Library, and the card shall be returned to the Library after the expiration of the duration of use of the borrowed books.

Article 4

If a reader borrowing privileges have been suspended, the reader's right to borrow a library card will be suspended as well.

Article 5

Readers shall borrow and return books to the Cooperative Library on their own, and the Library will not handle the procedures of borrowing and returning books on their behalf.

Article 6

If a borrower loses his/her library card, he/she should immediately report the loss to the Library. If someone else borrows the materials with the card before the report of the loss, the original borrower will be responsible for the loss of the card.

Article 7

Library cards are not transferable for use by others. If any instances of lending the card to others are discovered, the borrowing privileges will be immediately suspended, and the applicant of the library card will be responsible for returning all borrowed books on that card.

Article 8

The Library may suspend the borrowing right of any overdue library card, and the applicant is required to pay a late fee of NT\$5 per card for each day of overdue borrowing, with a maximum cumulative

amount of NT\$600 per card. The maximum accumulated amount per card is up to NT\$600. The late payment will be calculated from the overdue date of the library card, and those who return the card within three days will be exempted from paying the late payment, while those who fail to return the card after the three-day buffer period will start to accumulate the late payment from the overdue date. The late fee must be settled at the end of each semester.

Article 9

The use of library cards of the Cooperative Library shall comply with the Copyright Law and the rules of the library, the late payment and the compensation for loss.

Any violation of these regulations may result in the cancellation of the borrowing privilege and the freezing of the library card at any time.

Any violation of these regulations may result in the cancellation of the borrowing privileges and the freezing of the borrowing rights in the University.

Article 10

The number of books and the duration of the library card shall be in accordance with the regulations of the cooperative libraries; renewal and reservation services will not be provided.

Article 11

These regulations shall apply to the “Pa Chih Lieh” Inter-library Cooperation Association and other interlibrary cooperation organizations of the same nature.

Article 12

These regulations shall be adopted by the Library Committee and reported to the President for approval before they are published and implemented; the same applies to amendments.