

## Rules for Using Book Drop in CYCU Chang Ching Yu Memorial Library

passed by Library Committee Meeting(2000 school year) on May 16, 2001

revised by 2<sup>nd</sup> Library Committee Meeting(2007 school year) on May 14, 2008

revised by 2<sup>nd</sup> Library Committee Meeting(2012 school year) on May 7, 2013

- Rule 1 : CYCU Chang Ching Yu Memorial Library (hereafter referred to as “the Library”) has set up a book drop which patrons can use to return books. These rules comply with those in “CYCU Chang Ching Yu Memorial Library Management Policies”
- Rule 2 : Book drop only operates when the Library is closed, however, will be closed under special condition. Please return books to the circulation desk when the Library is open.
- Rule 3 : There are 2 book drops located to the left of Library front door, one for books and the other for attached materials (CDs, maps, cards, etc.). If damage occurred due to misuse, patron will be responsible for compensation.
- Rule 4 : The Library will process books in Book Drop every morning and sets return date back to the preceding day. Fines for overdue items, if any, will be kept on the patron’s record.
- Rule 5 : It is recommended that a patron, who returns books through Book Drop, check his/her record on internet to make sure books are returned properly. Patron should contact circulation desk immediately if he/she has any question about it.
- Rule 6 : The number of books returned that will be counted and recorded by the circulation desk.
- Rule 7 : Prior to process of the Book Drop, patron’s number of books allowed goes by his/her record in the Library automation system.
- Rule 8 : Rules and any amendment go into effect when passed by Library Committee Meeting.