

CYCU Chang Ching Yu Memorial Library Management Policies

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Chapter 1 Principles

- Article 1 The following regulations are formulated in order to have the collections and resources in CYCU Chang Ching Yu Memorial Library (hereafter referred to as “the Library”) fully utilized
- Article 2 CYCU faculty/staff, students, alumni and CYCU-friends are welcome to use the library during opening hours. There are separate regulations applied for off-campus patrons.

Chapter 2 General rules.

- Article 3 Please dress appropriately when entering the library. Beverage (except water), food and pets are not allowed. Loud noise is prohibited as well.
- Article 4 Must bring the Library authorized ID card to enter the Library. Patron is not allowed to use other people’s ID cards.
- Article 5 Do not attempt to pre-occupy or move any seats in the Library .
- Article 6 In the Library, cell phones, pagers or other communication devices are required to be turned off to keep quite.
- Article 7 Computers in the Library are restricted to browse online catalogs and for academic use only. Linkage to non-academic websites is prohibited.
- Article 8 Patrons are responsible for taking good care of the Library’s resources and facilities. Please follow the instructions to use the equipment to avoid the risks of staining or damaging.
- Article 9 When leaving the Library, patrons must take away all personal belongings which, if necessary, will be inspected.

Chapter 3 Loaning Policy

- Article 10 Please present the Library approved ID/ Library issued card in person to check out books and materials. Regulations of applying library cards are formulated separately.

Article 11 Full-time faculty/staff may designate a person to check out books for them. The designator needs to present both his/her and the faculty/staff’s IDs.

Article 12 For better utilization of the Library resources, Loan periods and number of documents permitted are specified as follows. If a patron has more than one identity, only one will be chosen. Special requirements will be handled on a case-by-case basis.

Patron Types	Books		Multi-media	
	Total no. of items	Loan period (days)	Total no. of items	Loan period (days)
Undergraduate students	20	30	10	7
Full-time staff and janitors (including the retired) non-certified staff (project-based assistants or short-term employees)	20	30	10	7
Graduate students /prospective graduate students	50	60	10	7
Adjunct faculty, military instructors, friends of CYCU (Silver)	30	30	10	7
Full-time faculty (including the retired), full-time researchers, visiting professors, exchange scholars, friends of CYCU (Gold)	60	90	10	7
Alumni with borrowing privileges, non-degree students, members of CYCU contracted parties, friends of the Library, spouses and immediate relatives of full-time faculty/staff (include the retired).	10	30	0	0
Patrons of cooperative libraries	by rules of contract	by rules of contract	0	0

1. If patron receives “reading heroes” honor from the Library, the number of documents permitted for him/her will be increased 10 within one year.
2. Number of attachments to checked-out items will not be counted.
3. CYCU faculty/staff/student is entitled to borrow 2 library cards of cooperative libraries at one time for up to 40 days. These cards may be renewed twice if no other patron puts hold on them.
4. Those materials which are being cataloged or checked out by other patrons can be reserved. Each patron can reserve up to 10 items. Once the reserved item is returned, a notice will be

sent to the patron who reserves. If the reserved item is not checked out within one week, then the reservation will be cancelled and item be transferred to next patron on the reserve list.

5. A recall notice will be sent to a patron if his/her checked-out items are reserved by others.
6. Patron can renew checked-out items before due dates only if no other patrons put hold on them. New due date is calculated from the first day of renewal and the length of loaning period will be as the same as that of the first one. Patrons who have items overdue for more than 3 days, will be able to renew when fines are paid off. The maximum number of renewal is 2 for books and 1 for A-V materials.
7. Modifications to regulations during school breaks, if any, will be announced separately.

Article 13 Faculty and staff who quit from CYCU and students who are graduating, transferring schools, deferring, or those who have been expelled must return all borrowed items and pay fines, if any, before their official paperwork can be processed.

Article 14 All materials, equipments or facilities of the Library are prohibited to be taken out of the Library except when appropriate check-out process has been made.

Article 15 If checked-out item needs to be re-checked, re-catalogued, rebounded, or listed as reference books or for other use, patron should return it upon request from the Library even when item is not due.

Article 16 The following materials may only be used in library only:

- 1) Reference books, including dictionaries, encyclopedia, yearbooks and rare books.
- 2) Microfilms or wall maps.
- 3) Periodicals
- 4) Course reserves and textbooks.

The department or faculty may check out the above materials for the purpose of research. Regulations are formulated separately.

Chapter 4 Violation Handling

Article 17 Patron is required to return borrowed items within due dates. Starting from the fourth day of the due date, patron's borrowing privilege will be suspended, meanwhile, a fine of NT\$5 per item per day will be imposed (maximum fine per item is NT\$500). Borrowing privilege will be resumed when patron returns all overdue items and paid off the late fees.

Article 18 If borrowed item is lost, blemished or damaged, patron must report loss and is responsible for the replacement.

- 1) If patron reports loss before due date, the book replacement procedure needs to be completed within 2 weeks. Otherwise, in addition to the penalty under Article 19, a penalty of NT\$5 per item per day will be imposed until the replacement

procedure is completed.

- 2) If patron reports loss or make replacement after due date, in addition to the penalty above, a fine of NT\$5 per item per day (starting from the the 4th day of due date) will be imposed.

Article 19 Book/material replacement procedure:

1. Turn in item with the edition equivalent to or newer than the borrowed one.
2. Compensation by cash:
 - (1) If there is price listed in Library bibliographic record, patron is required to pay twice of it.
 - (2) If there is no price listed in Library bibliographic record, patron is required to pay NT\$10 and per page for foreign books, or NT\$5 and NT\$3 per page for hbk and pbk respectively for other books. As for audio-visual materials, replacement fee is NT\$4000 and NT\$3000 respectively for foreign language and Taiwanese items.
 - (3) If there is no price and paging listed in Library bibliographic record, patron is required to pay NT\$3000 and NT\$500 respectively for each foreign language item and others.
 - (4) If the lost item belongs to a serial collection, patron is required to pay the price of the whole set of collection according to the (1)—(3) above. Also, patron is not permitted to request for the remaining set of the collection.

Article 20 If patron loses Library approved ID/ Library issued card, he/she is required to report loss to the Library or the related office. Patron is responsible for any possible items checked out before the report. If patron loses a library card of our cooperating library, in addition to returning all the borrowed items to the cooperating library, he/she will receive a fine of NT\$500.

Article 21 Patron who violates the above articles 3 to 10 and 14, and makes no improvements after being notified by Library:

- 1) CYCU faculty, staff and students: borrowing privileges to be suspended for up to 3 months.
- 2) Non-CYCU patrons: suspended from entering the Library for up to 6 months.

Article 22 Patron who uses other patrons' cards to check out items, in addition to receiving penalties under Article 21,

- 1) CYCU faculty/staff/student: receive penalty by related rules respectively.
- 2) Non-CYCU patron: Library will send notice his/her school or workplace, cancel his/her borrowing privileges, and confiscate guarantee deposit, if any.

Article 23 Regulations on use of the Library specific rooms and spaces will be formulated separately

Article 24 Loan policies are implemented after being passed by the administrative meetings and approved by the principal.

Appendix

Calculations for loan periods and overdue fines:

1. Loan period is calculated by the day (holidays included).
2. Loan period starts from the next day of checkout until due date.
3. Loan period is calculated by the Library automation system. If due date falls on national holidays or the Library closed dates, it is automatically postponed to the next library opening date.