

# Guidelines for National Taipei University of Education Library Readers

Passed by the 82th administrative meeting on May 30, 2012

**[Article 1]** This guideline is set up for library management and promoting the services of the library.

**[Article 2]** All the NTUE student ID holder, staff ID holder, NTUE library card holder and NTUE experimental primary school staff ID holder are allowed to access library during the opening hours. Walk-in visitors who are over 18 years old can access the library by exchanging for a temporary library card by any ID card. There are 50 temporary library cards available. Children over 6 years old of the NTUE faculty and staff can access by family library card. Children under 6 years old should be entirely accompanied by parents.

**[Article 3]** Temporary card holders will be charged NT\$100 for loss or damage of card. Report your loss or stolen to prevent its unauthorized use. Temporary card holders have to pay NT\$50 fee before having his or her ID card back for not returning within 3 days. The library takes no responsibility for any loss.

**[Article 4]** Please do not underline, write notes on books or damage the books. Periodical, magazine, journal, newspaper, reference collection, music scores, microform, textbooks, rare books and other materials classified as non-circulating may not be checked out from library. Page service of rare books is only available during office hours. Photocopying is not allowed for rare books.

**[Article 5]** Please follow the copyright law if you need to photocopy the book or resources by photocopier in the library.

**[Article 6]** Please take proper care of all the equipment and machine in the library. Library user is responsible for damaged, please do not damage or take any equipment and machine out of the library. Also please do not move the desks to other places, save seats, litter, or scribble on the desks and windows.

**[Article 7]** Food and drinks are not allowed in the library except water. No smoking in the library. Library user of NTUE who violate the rules will have their borrowing privileges suspended for 1 month for the 1st time, 2 months for the 2nd time, and be reported to departments concerned for the 3rd time. Walk-in visitors who violate the rules will be asked to leave, and have their privileges suspended, the length of the suspension of which decided by NTUE library.

**[Article 8]** Please keep your voice low in the library. Mobile phones, computer and related devices must be put in silent mode. Library can refuse entry to those who lie on their back, peep, have rude behaviors, or invade others' privacy or anything affect the safety.

**[Article 9]** Library users shall enter the library with neat and clean clothing and appearance. The library can refuse entry to those who have abnormal behaviour, drunk, disheveled, naked, wearing slippers, not paying attention to hygiene, or have record of misconduct.

**[Article 10]** Suitcase, basket and trolley are not allowed except operational needs for librarians.

**[Article 11]** The computers in library are only for retrieval of catalog, databases, and academic websites. Please do not link to BBS sites, checking emails, playing games or visiting porn sites by computers in library. Library users who violate the rules can have their privileges suspended.

**[Article 12]** Library user of NTUE who violate the rules with serious consequences will be processed by NTUE Student Merit and Penalty Regulations or regulations related. Walk-in visitors who violate the rules

with serious consequences will be asked to leave, and have their privileges suspended, the length of the suspension of which decided by NTUE library.

**[Article 13]** The opening time of library is set up in another guideline. Please refer the announcements for any change.

**[Article 14]** These guidelines thereof take effect after approval of the University Committee. The amendments thereof take effect after approval of the examination of the University Administration.