

NTUE Library Loan Policy [Important Articles]

Passed by the 130th administrative meeting on June 29, 2016

Borrowing Privileges by Category of Library Users :

Categories of Library Users	Maximum number of loaned items	Maximum loan periods
Students of undergraduate programs	20 books	30 days
Graduate students in master's programs	40 books	45 days
Graduate students in doctoral programs	50 books	45 days
Emeritus professor, full-time faculty	60 books	60 days
Alumni, retired faculty and staff	10 books	30 days
Interlibrary loan card holders	5 books	21 days

Renewals :

1. Renewals should be accomplished before the due date (including the due date) and the new loan period is calculated starting from the renewal date. Renewals can be accomplished online, by telephone, or in person.
2. A book checked out by a user may be renewed two times unless another user has placed a hold on it, or the book is overdue.

Fines for Overdue Materials :

1. Borrowed material must be returned within the due date. Overdue books are subject to late fees and borrowers are subject to the suspension of their borrowing privileges.
2. A late fee of NT\$5 per item per day will be imposed on books from the general collection. The late fee of per item is up to NT\$1000, and the late fee in total is up to NT\$5000. Suspension of borrowing privileges will be terminated once the books have been returned and the payment of late fees have been made.
3. Library users can have their borrowing privileges suspended for 30 days to be responsible for lost or damaged materials.