

National Taipei University of Education Library

Borrowing Policies

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

[Article 1] The collections in the National Taipei University of Education Library (hereafter referred to as "the Library") are for the use of all faculty, staff, and students of the National Taipei University of Education. National Taipei University of Education Library rules and regulations (in abbreviation called "the regulation" in the following) were made, which was based on the article 8, the Library law. In order to protect rights and interests for all faculty, staff and students for use of the National Taipei University of Education Library.

[Article 2] Books shall be checked out in person to those with the supporting ID and in compliance with the following regulations:

1. Students should show their valid University student ID to check out books from the library.
2. Faculty, staff, custodian and contract staff should show their University staff ID to check out books from the library.
3. Alumni should show Alumni Card to check out books from the library. (Alumni will need to pay NT\$2000 as deposit to General Affairs, Cashier section, and then show the receipt of deposit with Alumni card, 1 photo to apply for using the library services. When alumnus does not need to use the library services anymore, please return all the books, resources and settle the fine if there is any, the deposit will be returned without charging any interest).
4. Staff of Experimental primary school of National Taipei University of Education should show primary school staff ID to check out books from the library.
5. The following people should show the library card in order to check out books or any other materials from the Library :
 - (1) Emeritus professor.
 - (2) Part-time Faculty.
 - (3) Retired Faculty and Staff.
 - (4) National Taipei University of Education Temporary staff who do not hold staff ID.
 - (5) National Taipei University of Education Alumni.
 - (6) Husband, wife and family member (over 6 years old) of faculty, staff, custodian and contract staff who work for National Taipei University of Education are allowed to apply library card. Husband, wife and family member (over 6 years old) of teacher and staff for Experimental primary school of National Taipei University of Education are also allowed to apply library card.
 - (7) Cooperation headmaster, director, team leader, head teacher for kindergartens and intern teachers at National Taipei University of Education.
 - (8) Postgraduate students who accept the offer but has not registered yet (other rules may apply).
 - (9) People who contribute development fund for National Taipei University of Education (other

rules may apply).

(10) Others who are approved by National Taipei University of Education.

6. Library users from other universities can also check out books via interlibrary service.
7. If you are qualified more than one condition to apply for Library card, you may only choose One.
8. All the library card holder should return all the books and materials from the library and settle all the fine.

[Article 3] The library will approve the library card application as following:

1. Related document checking as following rules:
 - (1) Emeritus professor: the list will be provided by Personnel Office.
 - (2) People who contribute development fund for National Taipei University of Education will require the Friend of National Taipei University of Education Card and National ID card.
 - (3) Retired faculty and staff: retirement card.
 - (4) National Taipei University of Education Temporary staff who do not hold staff ID will require an National ID card.
 - (5) Husband, wife and family member (over 6 years old) of emeritus professor, faculty, staff and contract staff who work for National Taipei University of Education will require to provide household register or National ID card. Husband, wife and family member (over 6 years old) of teacher and staff for Experimental primary school of National Taipei University of Education are also required to provide household register or national ID card.
 - (6) Cooperation headmaster, director, team leader, head teacher for kindergartens and intern teachers at National Taipei University of Education will required to show the contract of internship.
2. Please pay NT\$2000 at General Affairs-Cashier section as deposit, the deposit will be return without changing any interest once all the books, resources returned and the fine is cleared when the library card holder does not need to use the library services anymore.
3. Please come to the Library to apply for a library card. You will need to fill in the application form and submit 2 photos, copy of related document and the present the receipt of deposit.
4. Emeritus professor, retired faculty and staff, people who contribute to development fund for National Taipei University of Education do not need to pay deposit.
5. Part-time faculty does not need to pay deposit if the management has agreed with the library card application.
6. Husband, wife and family member (over 6 years old) of emeritus professor, faculty,staff,custodian and contract staff who work for National Taipei University of Education are allowed to apply for a family library card, maximum 3 family members only and no deposit needed.
Husband, wife and family member (over 6 years old) of teacher and staff for Experimental primary school of National Taipei University of Education are also allowed to apply family library card, maximum 3 family members only and no deposit needed.

[Article 4] Staff ID, student ID, Alumni ID (which allows using the Library) and library card should be kept safe. Cardholder should report any lost cards immediately to the library. The cardholder may apply fro

replacement of the card and is held responsible for any loss to the library collection incurred before the lost card is reported. The fee of 100 new Taiwan dollars will be charged if you request the Library re-issue your library card.

[Article 5] Student ID, staffs ID, Alumni ID (which allows using the Library) and library cards are for the personal use of one person only. Lending and exchange of library cards is strictly prohibited. Violations are subject to a 6 weeks suspension of using the library and will be ask to return all the books checked out from the library.

[Article 6] The following materials are not for circulating but reading in the library only:

1. Microforms, rare book collections, Japanese rare book collections and music scores.
2. Reference book for checking information.
3. Textbook and reference book, which assigned by the professor as reading book for students.

[Article 7] The library keep the right to recall borrowed materials as soon as possible to checking, binding the books, and any urgent use.

[Article 8] Borrowing privileges by category of library users :

1. Students of undergraduate programs may borrow up to 20 books for 30 days.
2. Postgraduate students in master's programs may borrow up to 40 books for 45 days ;
Postgraduate students in PHD programs may borrow up to 50 books for 45 days.
3. Emeritus professor, full-time faculty may borrow up to 60 books for 60 days.
4. Staff (including contract employees), part-time faculty and National Taipei University of Education experimental primary school teacher/staff may borrow up to 30 books for 60 days.
5. Retired faculty and staff, alumni, temporary staff who do not hold staff ID, Cooperation headmaster, director, team leader, head teacher for kinder gardens and intern teachers at National Taipei University of Education may borrow up to 10 books for 30 days.
6. Library card holder from other Universities can also borrow books via interlibrary service, may borrow 5 books up to 21 days.
7. Books which bought for research project may be borrowed up to 1 year after the project finished. After the library complete the annual checking the books can be borrowed again. Research project manager should return all the books when leaving the job.

[Article 9] Rules for renewal are as following:

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.

[Article 10] Rules for requesting books are as following

1. A library user may place a hold online or come into the library in person on a circulating book with is currently checked out by another user. The maximum numbers of holds allowed 5 books per user.

2. Library user must pick up the books placed on hold within 5 days after the book has been returned to the library. Otherwise, the book will be transferred to the next user placing a hold or will be re-shelved as usual.
3. Library users from the other universities can also check out books via interlibrary service but not allowed to place holds on circulating books.

[Article 11] Fines for Overdue Materials

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

[Article 12] Library users who check out books are held responsible for the replacement of any lost or damaged materials. The following rules apply:

1. Replacement of original book (including the attachment).
2. When the replacement methods are not feasible, compensation in compliance with the following rules is allowed:
 - (1) Readers should pay the compensation according to the amount of the pages. Compensation for books published within the territory of the Republic of China should be charged at the rate of NT\$ 3 per page; for books published in Mainland China, NT\$5 per page should be charged; for books published abroad NT\$10 per page should be charged. When the total number of pages in a book was under 100, borrowers will be charged the cost of 100 pages. When page numbers of a book is unknown, borrowers will be charged the cost of 300 pages.
 - (2) Newer edition (including the attachment) or paperback edition of the lost book can be purchased for replacement after agreed by the library, or the library assigned the reader to buy the book as compensation.
3. The reader must pay fees NT\$300 per item if the attachments of a single book is lost and cannot be replaced.

[Article 13] These polices thereof take effect after approval of the Library Committee. The amendments thereof also take effect after approval of the examination of the University Administration.