

Regulations for Using National Taipei University of Education Library

Multimedia Resources Area

Passed by the 94th administrative meeting on May 29, 2013

[Article 1] National Taipei University of Education Library (hereinafter referred to as "The library") formulated Regulations for Using the library Multimedia Resources Area (hereinafter referred to as "The area") in order to achieve effective use and management.

[Article 2] The use and management for Library Resources Promotion Room, Audio-visual Group Viewing Room and Discussion Rooms are based on Guidelines for Using National Taipei University of Education Library Facilities.

[Article 3] Borrowing Privileges for Audio-visual Materials

1. Please present your library card to the reference desk to check out audio-visual materials. Some materials are limited to use in the library only, they cannot be taken outside to use.
2. Loan periods and number of items permitted:
 - A. Full time and part time faculties, students, staffs, contract employees and National Taipei University of Education Experimental Primary School teachers/ staffs may borrow up to 3 items for 7 days, without renewal.
 - B. Other library cardholder (not including interlibrary cardholder) may borrow up to 2 items and use them in the library only.
3. Please check if the item is fine once you get it, and inform the library staff if there is any damage.
4. Return: please return to the reference desk instead of the book drop.
5. Overdue: the overdue fine is NT\$ 5 per day per item to a maximum of NT\$5,000 per item. Patrons with unpaid fines cannot check out additional items until the overdue fines are paid.

[Article 4] Seating for Audio-Video Access

1. Only the library cardholder from National Taipei University of Education and NTUE experimental primary school staff ID cardholder can use the multimedia viewing seats. Family member who holds a library card (under 13 years old) should be accompanied by parents when using the multimedia viewing seat.
2. Multimedia viewing seat users should sit in the seat which has been assigned, please do not let other people use it. Users can use the multimedia viewing seat for 2 hours or the duration of a film. The seats will be automatically cancelled if the users leave his or her seats for more than 15 minutes.

3. Please read the instructions or ask a library staff to help before using the machines. Users will have to pay double indemnity to be responsible for the damage of machines due to inappropriate manipulations.

[Article 5] Replacement for Lost / Damaged

1. If the damage is slightly, users may be suspended the borrowing privileges from the library up to 42 days.
2. If the damage is serious, user will need to take the responsibility for the replacement.
 - A. Users should buy the same material or newer version for replacement on the day which compensation is due or within 21 days after notice has been given.
 - B. If the material can't be purchased, users will have to pay the compensation as following.
 - i. Double the price purchased by NTUE library
 - ii. If the price is unknown, the charge will be NT\$5,000 for per DVD; NT\$2500 for per video, CD and VCD; NT\$1,000 for per audio tape and music CD.
 - iii. The library will suspend the user's borrowing privileges until the compensation is paid.

[Article 6] Others

1. Please do not use or bring any audio-visual materials or devices into the area without permission from the library. It may be taken away once it has been found by library staffs.
2. When using the audio-visual materials, the users thereof shall abide by the relevant provisions of the Copyright Law and must bear the legal responsibilities for violations of the law.
3. Other types of violations shall be dealt with "Guidelines for National Taipei University of Education Library Readers".

[Article 7] These regulations shall come into effect from the date of promulgation.