

# Regulations for Using National Taipei University of Education Library Multimedia Resources Area

Passed by the 186th administrative meeting on April 28, 2021

[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] Services are available in The area:

1. Circulation for audio-visual materials.
2. Seating services for audio-visual viewing with single seats, dual seats, and couches for 3-5 persons, on a first-come-first-served, walk-in basis.
3. Information Search Zone has 20 public computers (limited to login with authorized accounts from NTUE) for self-service information access, document editing, printing and scanning, on a first-come-first-served, walk-in basis.
4. Reservations are required for a Group Viewing Room, a Discussion Room, and Resources Promotion Room for academic purposes, etc. The use policies and management for the 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 14 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 the condition of the item before checking it out and inform the staff at the Reference Desk 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\$1,000 per item. Patrons with unpaid fines cannot check out additional items until the overdue fines are paid.

#### [Article 4] Seating Services for Audio-Visual Viewing and Information Search

1. The seats in Audio-Visual Viewing and the Information Search are limited to a valid library cardholder from NTUE and a staff ID cardholder of the NTUE Experimental Primary School only. A family member library cardholder who is under the age of 13 should be accompanied by parents.
2. Seats in The area are assigned to individual users. Transfer to others is not allowed. Each user may use up to 2 hours each time but may extend on request. Seats will be automatically reassigned to the next user if unoccupied for more than 30 minutes.
3. Careful use of the equipment is required. If it is damaged due to misuse, the user is responsible for the replacement with the same model. Otherwise, with the permission of The library, the equipment may be replaced with the newer model or the original purchase price of the equipment will be charged to the user.

#### [Article 5] Replacement for Lost / Damaged

1. If the damage is slightly, users may be suspended the borrowing privileges from the library up to 30 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.
    - (1) Double the price purchased by NTUE library
    - (2) 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.
    - (3) The library will suspend the user's borrowing privileges until the compensation is paid.

#### [Article 6] Others

1. Please do not use any outside audio-visual materials or devices in The area without permission from The library. Any violation will cause suspension of the borrowing privileges for 30 days.
2. All users must comply with copyright laws and bear the legal responsibilities for violations of the law.
3. Readers are not allowed to occupy the seats in The area for non-intended use.
4. Other types of violations shall be dealt with the relevant regulations of The library.

#### [Article 7] These regulations shall come into effect from the date of official approval.