

# National Taipei University of Education Library Borrowing Policies

Passed by the 192th administrative meeting on Oct 27, 2021

**[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 a 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 an 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 digital staff ID.
  - (5) 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 a pally library card. Husband, wife and family member (over 6 years old) of teachers and staffs for Experimental primary school of National Taipei University of Education are also allowed to apply for library card (The following are referred to as dependents.).
  - (6) Cooperation headmaster, director, team leader, head teacher for kindergartens and intern teachers at National Taipei University of Education.
  - (7) Postgraduate students who accept the offer but has not registered yet (other rules may apply).
  - (8) People who contribute development fund for National Taipei University of Education (other rules may apply).
  - (9) 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 cardholders should return all the books and materials from the library and settle all the fine. If one does not complete the above procedures, the Library may refuse to borrow library materials in another capacity.

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

1. Related document checking as following rules:
  - (1) Emeritus professor: the certificate of our honorary professors 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 does not hold staff digital ID will require a duty form.
  - (5) Dependents: Household Certificate or national ID card.
  - (6) Cooperation headmaster, director, team leader, headteacher for kindergartens, and intern teachers at National Taipei University of Education will be required to show the contract of the internship, and pay \$2,000 as a deposit (an original receipt is needed); the deposit will be refunded without interest when the borrowed library materials are returned and the late payment is paid upon termination of the borrowing service.
2. Please come to the Library to apply for a library card. You will need to fill in the application form and submit 1 photo, and the documents as mentioned above.

**[Article 4]** Staff ID, student ID, Alumni ID (which allows using the Library) and library card should be kept safe. Cardholders should report any lost cards immediately to the library. The cardholder may apply for the 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), volunteer service cards, and library cards are for the personal use of one person only. Lending and exchange of library cards are strictly prohibited. Violations are subject to a 6 weeks suspension of using the library and will be asked 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 40 books for 30 days.
2. Postgraduate students in master's programs may borrow up to 60 books for 60 days ;  
Postgraduate students in Ph.D. programs may borrow up to 50 books for 45 days.
3. Emeritus professor, full-time faculty may borrow up to 80 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 40 books for 60 days.
5. Retired faculty and staff, alumni, temporary staff who do not hold digital staff ID, Cooperation headmaster, director, team leader, headteacher for kinder gardens, and intern teachers at National Taipei University of Education may borrow up to 10 books for 30 days.
6. Library cardholders from other Universities can also borrow books via interlibrary service may borrow 5 books up to 21 days.
7. Books bought for a research project may be borrowed up to 1 year after the project is finished. After the library completes the annual checking the books can be borrowed again. A research project manager should return all the books when leaving the job.

8. If a book has other appointments, the loan period will be reduced by half. If one makes an appointment for a book after someone borrows it, the loan period remains unchanged.

**[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 follows

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. For those who can borrow more than 40 books, the reservation is limited to 20 books; for those who can borrow less than 10 books, the reservation is limited to 5 books; inter-library loan readers are not allowed to make reservations.
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 policies thereof take effect after approval of the Library Committee and the examination of the University Administration. If necessary, the examination of the University Administration will approve the implementation directly.