

Wenzao Ursuline University of Languages Library

Tabletop Game Circulation Policy

Purpose

The Wenzao Ursuline University of Languages Library maintains a collection of tabletop games for the user's needs of entertainment with social informal learning and intellectual challenge. This policy statement will give users guidance regarding the terms of circulation.

Eligibility and Terms of Circulation

1. Wenzao students, faculty, and staff are eligible to check out tabletop games from the Media Resources Area. Each game set contains several items (barcodes) of parts or pieces of the game. Each eligible borrower may check out one set of tabletop game for 5 days with no renewals. Eligible borrowers may place a hold on a game set that is checked out.
2. The borrower shall count the game parts or pieces to ensure the completeness of game set, confirm the condition of game, and fill out the *Wenzao Library Tabletop Games Checkout Form* prior to checking out. If any defect is found, please inform the library staff immediately.
3. Tabletop games must be returned to the circulation desk in the Media Resources Area during the opening hours. To avoid damages, game set returned at the Book Drop box outside the library is prohibited. Violation can result in the temporary suspension of borrowing privileges for 30 days. When returning the game set, both of the borrower and library staff should count the game parts or pieces to ensure the completeness of game set and confirm the condition of game.
4. Each tabletop game returned late is subject to the late fee of NT\$10 per day, per item (barcode) of the game part. Overdue fines accrue automatically and daily on the borrower's account until the overdue items (barcodes) are returned. The maximum fine is NT\$500 per item (barcode). Borrowers are responsible for paying all outstanding fines and other fees; an outstanding balance of NT\$200 or more will result in the temporary suspension of borrowing privileges. For further details, please refer to library's *Media Resources Policies*.
5. The borrower shall be responsible for the replacement of any loss or damage in accordance with *Wenzao Ursuline University of Languages Library Regulations and Loan Policies*.

This policy and further revisions thereof shall be announced and implemented after the approval in the Library Staff Meetings.

First Approved November 6, 2018