

Wenzao Ursuline University of Languages

Library Regulations and Loan Policies

Section 1. General Regulations

This policy serves as a guideline to ensure users have the right to gain equal access to library resources and equipment, as well as to maintain the quality of library environment.

Section 2. Access Wenzao Library

Authorized users should scan their library cards to enter the Library during open hours. Use of someone else's library card is not allowed. Wenzao matriculating students, faculty, staff or other eligible users may present Wenzao ID card as library card. Other users should be valid Wenzao library card holders.

Section 3. Gengxin Yuan Study Commons is open for Wenzao matriculating students, faculty, staff, alumni with the valid library card, or other valid Wenzao Library card holders.

Section 4. Library Etiquette

The users who dress improperly, wear slippers, or neglect personal hygiene may not be allowed to enter the Library.

Section 5. Code of Conduct

Any person engaging in the following prohibited behavior will be given a verbal warning and explanation of the rule and will be asked to comply. If the person who is current Wenzao students or employees violates these rules for a second time, the 3rd violation will result in a suspension of borrowing privileges for up to a month. Any visitor who violates these rules will be asked to leave the Library immediately and will result in a suspension of access to the Library for three months.

1. It is not allowed to bring food, beverages, cigarettes, illegal items, and pets into the library.
2. Users are requested not to occupy or rearrange library furniture, and should speak softly. Leaving personal items unattended is also prohibited.
3. Use of mobile phones or other personal electronic devices that emit beeping sounds is prohibited in the Library except for some designated spaces.
4. Vandalism and mutilating library materials, equipment, or spaces are prohibited.
5. Use of computer facilities and networks within the Library is restricted to research and educational purposes. Any other activities including, but not limited to, playing computer games or accessing social networking websites are prohibited.

Section 6. Photocopying

Users of self-service photocopying or scanning facilities in the Library must abide by copyright law and relevant licenses and shall be responsible for the consequences of violation.

Section 7. Security Alarm and Bag Checks

When walking through the library exit and the security alarm sounds, users may be requested to display their possessions or have a quick browse in the bag.

Section 8. Library Card

Wenzao matriculating students, faculty, staff or other eligible users should present their Wenzao ID cards or other valid library cards recognized by Wenzao Library for borrowing materials at the Circulation Desk.

Section 9. Lending of Library Card

Users are prohibited by Library policy from lending their library card to others or borrowing materials with someone else's library card. Any violation will lead to suspension of borrowing privileges for both of the card holder and the borrower throughout the Library for two months.

Section 10. Non-Circulating Collections

Non-circulating material includes, but is not limited to, reference collections, university or college journals, bound periodicals and newspaper. They are not available for loan and are for use in the Library only. For instructional purposes, some non-circulating material may be checked out for a limited loan period upon application.

Section 11. Loan Periods

The loan period is determined by the borrower's patron type.

Patron Type	Loan Period	Item Limit
Junior College & Undergraduate Student	4 Weeks	30
Graduate Student	4 Weeks	40
Full-Time Faculty and Staff Retired President	8 Weeks	50
Part-Time Faculty and Staff	8 Weeks	30
Alumni	4 Weeks	5
Retired Faculty and Staff	4 Weeks	5
Library Volunteer	4 Weeks	10
Short-Term Library Card Holder (except the student in Pre-service English Teacher Education Program)	4 Weeks	5
Student in Pre-service English Teacher Education Program	4 Weeks	15
Honorary Card Holder	4 Weeks	10
VIP Card Holder	8 Weeks	30

* Please Note: Each borrower is only eligible for one patron type. Anyone who is qualified for two or more patron types must choose one type for use.

Section 12. Renewals

Library users except alumni or interlibrary loan users may renew the checked-out materials online through the library online catalog system. All checked-out materials may be renewed before

their due dates except for materials with holds and materials on which one owes fines. The renewal period is determined by the borrower's patron type.

Patron Type	Renewal Period
Full-Time Faculty and Staff	4 Weeks
Part-Time Faculty and Staff	4 Weeks
Student	2 Weeks
Retired Faculty and Staff	4 Weeks
Library Volunteer	2 Weeks
Student in Pre-service English Teacher Education Program	2 Weeks
Honorary Card Holder	2 Weeks
VIP Card Holder	4 Weeks

Section 13. Holds

Library users except alumni or interlibrary loan users may place a hold on a circulating book which is currently checked out by another user through the library online catalog system. When books placed on hold are returned to the Library, the individual who requested the hold must pick up the book within 3 days. Otherwise, the book will be transferred to the next user placing a hold or will be re-shelved as usual.

Section 14. Current Periodicals and Course Reserves

Only Wenzao matriculating students, faculty and staff are eligible to check out current periodicals or course reserves. Eligible borrowers may check out 2 items of current periodicals or course reserves for 2 days. Course reserves may be checked out within 2 hours of closing time and are due for return at the Circulation Desk within 2 hours of opening time on the following day of business. Returning course reserves through a book drop is prohibited.

Section 15. Returning Library Materials to Book Drops

All borrowers are responsible for items checked out under their names until the items have been returned. The following material types are not allowed to be returned by dropping to the Library book return bin: course reserves or audio-visual materials such as CDs, VCDs, or DVDs.

Section 16. All library checkouts must be returned upon a student's graduation or withdrawal and upon a university employee's resignation. Should overdue fines be assessed, all fees must be paid.

Section 17. The Library reserves the right to recall any checkouts for the purpose of inventory management, cataloging, binding, or course reserves.

Section 18. Library materials or equipment must be checked out before leaving. Any deliberate and unauthorized removal of Library materials or equipment will be requested to return to the Library and may be reported to any authority for further investigation.

Section 19. Overdue Fines for Circulating Materials

The Libraries will send a courtesy notice before the item is due suggesting that you return or renew it, however, you are still responsible for any late fees or fines even if you did not receive a courtesy notice. Fines for overdue material is NT\$5 per day, per item. The maximum fine is NT\$500 per item. Users are responsible for paying all outstanding fines and other fees; an outstanding balance of NT\$200 or more including those from Media Resources Area will result in the temporary suspension of borrowing privileges.

Section 20. Overdue Fines for Overnight Loan Materials

Fines for overdue course reserves is NT\$5 per hour, per item. Fines for a full hour apply even when the item is returned less than one hour late.

Section 21. Lost and Damaged Items

The borrower is responsible for damaged or lost materials and should report to the library and process the replacement before the due date. If the lost or damaged material is reported after the due date, the borrower will be charged with the overdue fines in addition to the replacement processing fees.

Section 22. Criteria for Replacement Charge

This section of the policy describes the different conditions of lost or damage fees to be charged.

22.1 Any lost or damaged material must be replaced with an additional processing fee for each item. To replace by purchasing a new copy must be charged with an additional processing fee of NT\$50 for each item. To replace by paying the original cost of the material must be charged with an additional processing fee of NT\$200 for each item.

22.2 Library checkouts overdue for more than 60 days will be regarded as lost and the borrower must be responsible for the replacement.

22.3 The borrower may choose one of the following methods of replacement.

1. To purchase a copy of the lost item or a newer edition with an additional processing fee of NT\$50 for each item
2. To pay for the replacement at the original cost of the material with an additional processing fee of NT\$200 for each item

22.4 If there is no price list in the bibliographic record of the lost or damaged book, the replacement fee should be calculated by the total number of pages of the book. For Chinese hardcopy edition, NT\$5 per page. For Chinese paperback edition, NT\$3 per page. All books from foreign publishers, NT\$10 per page.

22.5 If there is no price list or page information in the bibliographic record of the lost or damaged book, the replacement fee for publications in Taiwan will be charged NT\$500 per item. For publications from foreign publishers, NT\$2,000 will be charged per item.

22.6 If the lost item is a part of series or an accompanying material of a set, which can not be acquired alone, the borrower must be charged with the total price of the whole series or set.

22.7 For other special materials that can not be determined according to the above criteria, please contact a librarian.

Section 23. Library Card Lost

Users should report to the Library and declare the lost card. Otherwise, patrons should take responsibilities for the fraud use of lost card. A charge of NT\$100 will be made for the replacement of a lost card.

Section 24. This policy and amendments thereof take effect after the approval of members in the Library Committee Meetings.