

# Asia University Library Violations Policy

Adopted by the Conference of Library Affairs on 90.10.20

Adopted by Conference on Library Advocacy Committee on 90.11.02

Amended by the 4th Executive Council, academic year 90, on 90.11.15

Revised by the 2nd Executive Council, academic year 91, on 91.12.06

Amended by the 4th Executive Council, academic year 93, on 94.06.01

Promulgated by the Letter coded Jian Guan Bi Zi (健管秘字) No. 9402656, on 94.06.24

- I. When you use your Library Card, you agree to abide by the following provisions of the Guidelines in order to use or borrow the Library's equipment, materials, and objects. Failure to comply with the provisions, resulting in overdue, loss, and damage, will be handled in accordance with the Guidelines.
  
- II. The "overdue notices" will be sent to you when borrowed item(s) are past due. Fines are charged at the rate of NT\$5.00/day per item. For each item more than 20 days overdue, starting from the 21th day, borrowing rights are suspended for 2 days per day overdue. Items borrowed via Interlibrary Loan become overdue are handled in accordance with the preference of the lending library.
  
- III. For the loss of circulating materials, including books and other library materials which may be checked out by registered borrowers, the Library may handle the lost items in accordance with the following provisions:
  1. The Library will, in principle, accept a replacement copy that matches the lost item. The replaced copies must be the latest edition of the lost item if available. Replacement copies should be brought to a Circulation within thirty days after the loss being reported to the Library, and the Library does not accrue the overdue fines during the 30-day period.
  2. If the replacement copy that matches the lost item can not be obtained, the Library will charge for the item based on three times the original price of the lost item. If the original price of the lost item can not be obtained, the Library will charge for the item based on the number of pages of the lost item. For Chinese version the charge will be NT\$2.00 per page, and for version in foreign language the charge will be NT\$5.00 per page. If the number of pages of the lost item can not be obtained, the Library will charge NT\$500.00 per lost item for the materials in Chinese, and NT\$2,500.00 per lost item for the materials in foreign language.
  3. If the replacement copy which can not be obtained is one item of a complete set which is sold as a set, the Library will charge for the set instead of single item. If the replacement copy which can not be obtained is one item of a complete set but can be purchased individually, the Library will charge for the item based on three times of the original price of the lost item.
  4. For AV materials, the Library will, in principle, accept a replacement copy that matches the lost item. If the replacement copy can not be obtained, the Library will charge for the item based on three times the original price of the lost item. If the AV materials is one item of a complete set, the Library will charge for the set instead of single item.
  5. If you find and return the original lost (then found) library item, the item will be treated as being overdue.
  6. Items borrowed via Interlibrary Loan become lost are handled in accordance with the preference of the lending library.

- IV. For the damage of library collections, the Library may handle the damaged items in accordance with the following provisions:
  1. Definition: Any activity renders materials unusable, including staining, or smearing, or highlighting or marking in items, or inserting notes, or tearing or razoring or folding pages, etc.
  2. Damaged items of circulating collection, AV materials, and non-circulating materials are treated as lost items.
- V. For the overdue of noncirculating materials which may not be checked out including "Course Reserves", "AV materials", CD-ROM Network and Web information retrieval, the Library may suspend the borrowers' privileges for two days per overdue hour for any part of an hour. The librarian may immediately suspend the patron's rights to use the Library.
- VI. For the breakdown of equipment and instrument, the Library may handle the damaged items in accordance with the following provisions:
  1. The user of the equipment/instrument is responsible for paying the fees of maintenance and repairs, if the breakdown caused by improper use of the equipment and instrument.
  2. The Library may repair the equipment/instrument or order a replacement of same class. The user will be billed for the total costs of repairing/replacement.
- VII. Borrowers' cards (Student ID and Staff ID) are NOT transferable. You should not lend library card to any other person or check out materials for any other person. The borrower is responsible for all library materials borrowed in your name, and damages, overdue and lost of library materials will be charged to the borrower. The Library is not responsible for investigating the irregularities.
- VIII. The librarian may immediately stop the patron's behaviors of improper use of library services, obstructing public order, or interfering with other patrons, and if he still refused to comply with the order or rules after dissuading him from doing such behaviors, the Library may suspend his rights to use the Library for three months.
- IX. If a patron vandalized public property, stole equipment and materials, or did other serious concerns, the Library may charge him for the damages according to the Guidelines and suspend his rights to use the Library for three months. Serious offenses are referred to the Department of Student Affairs or his work-unit/employer for appropriate action.
- X. Any special request of the Department, Graduate School, Center, Office or Room can be included in the provision of this Guidelines after passing a resolution by the Library's Conference of Library Affairs and Library Trustees.
- XI. The Guidelines have been implemented after adopted and promulgated by the Conference of Library Affairs, Library Advocacy Committee and Executive Council, and the amendments are put into effect going through the same procedures.