

Asia University Library Opening and Public Service Policy

Approved by Library Development Committee Meeting on 2001.11.02

Amended by Library Development Committee Meeting on 2002.06.13

Articles 1, 2, 8, and 9 amended by Administrative Meeting of academic year 2006/2007 on 2007.05.09

Promulgated by Asia Mi Tzu Letter No. 0960003205 on 2007.05.29

1. For the purposes of promoting the functions as a university library and supporting teaching and researching, these guidelines are hereby established by Asia University Library (hereinafter “the Library”).
2. Readers shall enter the Library during opening hours. Opening hours: 8:00 am to 10:00 pm, Monday to Friday; 9:30 am to 5:30 pm, Saturday and Sunday. The Library is not open during national and school holidays. During summer/winter vacation, opening hours are based on administrative staffs’ working hours. At the beginning of each semester, opening and closing hours will be announced. Any schedule change will be announced separately.
3. The targets of the services of the Library are, in principle, Asia University faculty, staffs, and students. Under the premise of not occupying the resources used by Asia University faculty, staffs, and students, readers from outside the university may enter the Library.
4. No food or drink is permitted within the Library. Set your cell phone or beeper to vibrate mode.
5. Readers may access any open-shelf materials such as books, reference books, periodicals, and newspaper. After reading or making copies in the reading area, please place the materials back to the original places.
6. Readers must follow the rules related to borrowing and retrieving when borrowing spaces, resources, materials, and all types of books from the Library. Please reference the “Asia University Library Borrowing Guidelines” for related rules and regulations.
7. Readers shall abide by all regulations and rules of the Library, maintaining the quality of the reading environment, and caring for the equipments and materials inside the Library. Any violations, once proven to be true, shall be punished according to “Asia University

Library Guidelines for Dealing with Violations of the Rules”.

8. Special requests from any Asia University department, institute, center, division, and office will be included in the guidelines after Administrative Meeting’s approval.
9. These guidelines shall be implemented after being approved by Administrative Meeting and reviewed by the principal. The same procedure applies to all amendments.