

Book Borrowing Note

Revised on June 28th, 2013

1. The following note is compiled to cultivate the reading atmosphere in school and to help readers borrow books.
 2. Readers should go through the borrowing procedures with their personal student ID and recognition card number before borrowing books.
 3. Borrowing books: teachers can borrow no more than 10 books one time, and the loan period is 4 weeks.
 - (1) Students cannot borrow more than 3 books one time, and the loan period is 2 weeks.
 - (2) Staff can borrow no more than 10 books one time, and the loan period is 4 weeks.
 - (3) Parents can borrow no more than 3 books one time, and the loan period is 2 weeks.
 4. Renewal: Before the books are overdue, readers can renew them from OPAC or on the internet for once. But readers will not be able to renew the books under certain circumstances, and will have to deal with the problem at the circulation counter.
 - (1) The book has been reserved by someone else.
 - (2) The book has already been renewed once.
 - (3) The fine has not been paid.
- At the day before the books are overdue, if no other readers make reservations, the reader can renew the book in person or by phone for two more weeks and should return the book by that time.
5. Returning books: Readers should return the books at the circulation counter when the library is open.
 6. Reservation

- (1) For the books that have been borrowed, readers can make reservations on the OPAC or on the internet. Once the reservation is made, the reader who holds the book will not be able to renew it. Once the book is returned, the library will send the notice that the book has already been returned.
- (2) Books that have been reserved will be kept on the reservation shelf for 7 days. The reader who has reserved the book please borrow them at the circulation counter in 7 days. If the reader fails to borrow the book in time, the library will inform the second reader who has also reserved the book, and if no other readers made reservations, the book will be put back on the shelf.
- (3) The number of the books one can reserve at a time is 3.

7. Handling for overdue books

- (1) In order to protect the rights of the other readers to read books, the library will stop lending books to those who have not returned the books that are overdue.
- (2) For readers who do not return the books for more than one month after the book is overdue, the library will inform their supervisors to help get the books back, and will stop the readers from borrowing books for 3 months with the right of retrospect. After 3 months, the readers will be able to borrow books only if they return the books or pay for them.
- (3) Readers who borrow the books at the end of one term, the deadline will be postponed to the next semester.

8. Handling for lost books

- (1) Pay for the books for 1.5 times of the original price.
- (2) Buy the same book and return it to the library.
- (3) If readers find the books after paying the fines, they can keep them or donate them to the library, but the library will not refund the fines.

9. If the library wants to take the books that have been borrowed, readers should return the books in 3 days after receiving the notice.

10. Readers should use the books according to the relevant regulations of the copyright.

11. Readers can choose any book on the shelves on his own, and should put the book back after reading. If readers cannot return it to its original place, please request direction from library staff.
12. All the books listed below are only allowed to be read inside the library, and should not be taken out.
 - (1) Rare books or material.
 - (2) Dictionaries, encyclopedias, almanacs, maps, diagrams and other reference books.
 - (3) Newspapers, newest periodicals or other serials.
 - (4) Cartoons
 - (5) Books that the library considers inconvenient to lend.
13. Readers should take good care of the books and should not damage them or make notes on them, and should check if the books had been damaged, marked, stained or there are some missing pages. If any of the above happens, readers should report it to the library staff immediately. Readers will be liable for the books if any of the above happens when returning the books.
14. Videos, discs or any other auxiliary data that is attached to the books for circulation is considered a part of the books. According to the regulations in the note, if the attached data is damaged or lost, the reader will pay for the data and the book according to the regulation concerning compensation for lost or damaged books.
15. Those who take our books without following the above regulations shall be punished according to the school regulations.
16. These regulations are to come into force after being approved by School Conference; revise shall also follow this procedure.