

Chang Gung University

Regulation No.	0800009
----------------	---------

<p>Guidelines for Library Material Borrowing by Non-Regular Staff</p>
---

Issuing Department: Library  
Initial Enactment: May 25, 2020  
Last Amendment: November 1, 2023

This work may not be reproduced, copied, or resold  
without the copyright holder's permission.

**Record of Enactment and Amendments**

Enacted on May 25, 2020, approved at the 2nd Library Advisory  
Committee Meeting of the 2019 academic year.

Amended on November 1, 2023, approved at the 1st Library Advisory  
Committee Meeting of the 2023 academic year.

# Guidelines for Library Material Borrowing by Non-Regular Staff

Enacted on May 25, 2020 (Republic of China Year 109), as approved in the 2nd Library

Advisory Committee Meeting of the 2019 academic year

Amended on November 1, 2023 (Republic of China Year 112), as approved in the 1st Library

Advisory Committee Meeting of the 2023 academic year

## 1. Purpose

To promote the use of library resources, the Chang Gung University Library (hereafter "the Library") establishes these "Guidelines for Library Material Borrowing by Non-Regular Staff" (hereafter "the Guidelines").

## 2. Eligible Users

- i 、 Adjunct faculty or visiting scholars: Individuals with proof of appointment issued by the university, the relevant academic department, or other approved documents.
- ii 、 Retired Faculty and Staff: Holders of a valid retirement certificate issued by the University.
- iii 、 Affiliated Company Employees: Employees stationed at the University and holding an official University staff ID.
- iv 、 Prospective Graduate Students: Individuals who hold proof of completed registration issued by the University.
- v 、 Credit Program Students: Students holding a valid certificate from the University's Continuing Education Credit Program.
- vi 、 Exchange Students: Individuals participating in academic exchange or study programs, with official University approval.
- vii 、 Others: As approved and announced by the Library Advisory Committee.

## 3. Application Procedure

- i 、 Applicants must present valid documentation and fill out the "Application Form for Library Borrowing by Non-Regular Staff of Chang Gung University" (see appendix).
- ii 、 The Library reviews applications within three working days. Upon approval, a mobile borrowing card will be activated. For physical library cards, applicants must collect them at the circulation desk.
- iii 、 Upon card expiration, users must visit the Library to re-verify their identity and update their information.

#### 4. Borrowing Regulations

##### i 、 Borrowing Method

Materials must be borrowed in person. Cards are non-transferable and may not be used by others.

##### ii 、 Types of Materials

Printed books and audiovisual materials. Items designated for in-library use are subject to Articles 32 and 33 of the Library Management Regulations.

##### iii 、 Borrowing Limits and Duration

Each library item is counted by its individual barcode, with books and audiovisual materials calculated together. The borrowing limits and durations for each user category are as follows:

###### (1) Credit Program Students and Undergraduate Exchange Students

Total borrowing limit: 15 items

Loan period for books: 21 days

Audiovisual materials: 4 items, loan period 7 days

###### (2) Graduate Exchange Students and Prospective Graduate Students

Total borrowing limit: 30 items

Loan period for books: 30 days

Audiovisual materials: 4 items, loan period 7 days

###### (3) Adjunct Faculty or Visiting Scholars, Retired Faculty and Staff, Affiliated Company Employees

Total borrowing limit: 30 items

Loan period for books: 30 days

Audiovisual materials: 10 items, loan period 7 days

###### (4) If a borrowed book has a pending reservation, the loan period will be shortened to 14 days regardless of user category.

##### iv 、 Renewals and Reservations

(1) If no reservation exists, users may renew items via the library system or service counter. Renewal is limited to twice.

(2) Items already checked out or on display but not for loan may be reserved. Reservations are processed in order received, and users will be notified when the item is available.

(3) Reservations can be made online or at the service desk.

Notifications will be sent by email once the item is returned or available.

v 、 Overdue Returns

(1)Overdue fines: NT\$5 per day per item for books; NT\$30 per day per item for AV materials.

(2)A 2-day grace period is provided during which no fines will be charged.

(3)Borrowing privileges are suspended until fines are cleared.

vi 、 In the event of loss, annotation, staining, or damage to any borrowed library materials, the borrower must purchase and return an identical edition of the item to the Library. If the same edition is unavailable, a substitute approved by the Library may be provided. The borrower must submit proof of purchase or complete compensation within one week.

vii 、 Matters not covered in these Guidelines shall be handled according to the Library Management Regulations or relevant laws.

5. Implementation and Amendment

These Guidelines shall be implemented and revised upon approval by the Library Advisory Committee and endorsement by the University President.

## Chang Gung University Application Form for Borrowing Library Material by Non-Regular Staff

Name		Date of Birth	
Passport NO.		Contact Number	
E-mail			

Please check your identity category and provide corresponding verification documents:

Faculty ( Adjunct faculty 、  Visiting scholar) :

\_\_\_\_\_ College \_\_\_\_\_(Department) Appointment Period : from \_\_\_\_\_ to \_\_\_\_\_

Staff ( Retired Faculty/Staff of CGU 、  Affiliated Company Staff )

Prospective Graduate Student: \_\_\_\_\_ College \_\_\_\_\_(Department)

Exchange Student ( Graduate 、  undergraduate) :

Exchange Period : from \_\_\_\_\_ to \_\_\_\_\_, Temporary Student Card Serial Number:  
Z00000 \_\_\_\_\_ °

Credit Program Student: Course Period: from \_\_\_\_\_ to \_\_\_\_\_.

Program or Course Name: \_\_\_\_\_

※ If your contact information changes, please notify the Library to ensure your rights are protected.

※ The personal data in this form is used solely for account creation, communication, internal statistics, and inquiries. All information will be properly protected against misuse, unauthorized access, or disclosure.

I have read the “Guidelines for Borrowing Library Material by Non-Regular Staff of Chang Gung University” and agree to comply with the Library's regulations.

I have signed the “Chang Gung University Personal Data Consent Form.”

※ Library Card Type:

Mobile Library Card (Please download the app yourself)

Physical Library Card (Please provide a recent 1-inch photo)      Applicant Signature:

Date:

※ **For Library Use Only**

Library – Receiving Staff: \_\_\_\_\_ Date : \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Verification & Data Entry Staff: : \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

( Form No.:080000901 )