

Regulations for the Inter-library Services at I-Shou University

Adopted on April 17, 1991 at the first meeting of the University Administration Council in the second semester of the academic year 1990

Amendments adopted on November 2, 1996 by the University Administration Council in the first semester of the academic year 1996

Amendments to Articles 1, 3, 9 and 12 ratified by the President on March 21, 2013.

- Article 1 The Regulations for the Inter-library Services at I-Shou University (hereinafter referred to as the “Regulations”) are enacted to facilitate applications for photocopying or borrowing periodicals, theses, dissertations, research reports, conference data, and books which are not available at the University but collected by other libraries.
- Article 2 Inter-library services are available only to the faculty, staff and students of the University.
- Article 3 Patrons shall log in to the Nationwide Document Delivery System (NDDS) (<http://ndds.stpi.narl.org.tw/>) to apply for an account before applying for the inter-library services online.
- Article 4 Patrons shall first ensure the library where the materials are located, and then complete an online application form on NDDS for inter-library photocopying or borrowing services.
- Article 5 After the materials or photocopied data arrive at the Library, the system shall send a reminder via e-mail to the patrons concerned to pick up the materials or data at the Reference Desk.
- Article 6 Patrons shall pick up the materials or photocopied data and pay all applicable fees within one week after the materials or data arrive at the Library.
- Article 7 Patrons shall be charged according to the standards set by the libraries which accept applications.
- Article 8 Patrons shall be fully liable if the data being applied for violates the Copyright Act.
- Article 9 The maximum number and loan period for the materials borrowed via inter-library

services shall be governed by the regulations set up by the libraries which lend out the materials.

Article 10 If the materials borrowed by the Library on behalf of patrons are overdue, lost or damaged, the patrons shall be fully liable according to the regulations set up by the libraries which lend out the materials.

Article 11 Regulations for exchanging inter-library cards or for the inter-library services with institutions with which the University has established an alliance shall be stipulated separately.

Article 12 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.