

Regulations for the Management and Use of Reference Materials at I-Shou University

Adopted on June 17, 1994 at the second meeting of the University Administration Council in the second semester of the academic year 1993

Amendments to Articles 1, 2, 4 and 6~8 ratified by the President on March 21, 2013.

- Article 1 The Regulations for the Management and Use of Reference Materials at I-Shou University (hereinafter referred to as the “Regulations”) are enacted by the Office of Library and Information Services (hereinafter referred to as the “Office”) for better management and efficiency in using reference materials.
- Article 2 The Regulations shall be complied with when the following library materials are used:
1. General reference works or books collected by the Office.
 2. Theses, dissertations, university journals, works with which faculty members get promoted, information with maps, research reports, government publications, information on overseas studies and so on.
- Article 3 In principle, the materials listed above with a special mark “R” or “S” on the label shall be read only at the Library. Anyone who wants to borrow such materials shall borrow within one hour before the Library is closed and return them before 9:00 a.m. of the next day. If the Library is closed on the due date, the loan period shall be extended for another day.
- Article 4 Patrons shall keep reference materials clean and intact without leaving any marks or notes on them. Violators shall be penalized according to the Regulations for Compensating Lost & Damaged Books.
- Article 5 Patrons shall keep quiet and must not smoke or have food/drinks when using reference materials at the Library.
- Article 6 Patrons may consult the staff at the Reference Desk in case of any questions about how to use reference materials.
- Article 7 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.