

Regulations for using the Library of the Graduate Institute of Art History, National Taiwan Normal University

Passed at the GIAH General Affairs Committee, September 30, 2010

Revised at the GIAH General Affairs Committee, November 18, 2011

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1. Loan Policy

- (1) Users are required to fill in necessary forms in advance and present their ID cards, passports or driving licenses when borrowing library books.
- (2) GIAH Library Borrowing: each GIAH student is limited to borrowing 10 books at a time for a period of one month. The books and materials must be returned on the 30th day from that on which they are borrowed.
- (3) If a book is not reserved by another GIAH user, the loan period can be renewed once, for a further period of one week. If the book is requested by another user, the book must be returned without delay.
- (4) In principle, NTNU (non-GIAH) readers are only allowed to consult books and materials within the library.
- (5) Collections with Red Point tags may not be borrowed.
- (6) Management of library books is under the supervision of the assigned GIAH faculty member.
- (7) Loan policy for GIAH faculty members will be established separately.

2. Photocopying and scanning services

Only books in good condition can be photocopied or scanned. Users are required to fill in necessary forms in advance and present their ID cards, passports or driving licenses. Charges are levied for all photocopying.

3. Overdue books will incur a fine of NT\$5 per volume per day. Fines will accumulate accordingly until the day the books are returned. Borrowing privileges in the current semester will be suspended if borrowed items are overdue for more than three days.

4. Should a user lose or damage a borrowed book, the responsible person must purchase and provide a new copy of the lost edition. If the original edition is unavailable, compensation procedures are as follows:
 - (1) Users may purchase a new edition of the book on condition that the price of the new edition is not lower than the borrowed one.
 - (2) For cash compensation, the fee shall be paid in following ways:
 - ① If the original purchase price of the lost or damaged book can be found, the compensation fee will be three times of the original price after adjustment according to a price index.
 - ② For prices that are untraceable, the fee will be calculated based on the total pages of the item. Each page of Chinese books incur a fee of NT\$3, and those of foreign books incur a fee of NT\$10 per page. If the total number of pages is unknown, each book will be calculated as 300 pages.
 - ③ Cash compensation must be remitted within two weeks of a loss report. In cases where the publication will be replaced in kind, domestic publications shall be replaced within two weeks, while foreign publications shall be replaced within two months. Compensation must be made by the due date or late charges will apply.
5. Possession of library books without undergoing the stated borrowing process will be considered as theft. Confirmed violation will result in suspension of borrowing privileges.
6. Faculty members who retire, leave or go abroad for advanced studies, as well as students who graduate, leave or withdraw from school, shall return every borrowed item and pay off any fines.