

# Regulations for the Borrowing of Library Materials in the Department of Law, National Chung Hsing University

Passed on June 14, 2016, in the 72nd Department Affairs Meeting  
Amended on February 19, 2019, in the 103rd Department Affairs Meeting (Articles 2, 3, and 4)  
Amended on December 10, 2019, in the 114th Department Affairs Meeting (Full Text)  
Amended on June 9, 2020, in the 118th Department Affairs Meeting (Articles 1 and 3)  
Amended on October 11, 2022, in the 145th Department Affairs Meeting (Article 2)  
Amended on June 11, 2024, in the 169th Department Affairs Meeting (Article 2)

- Article 1 Unless otherwise specified, the borrowing of library materials (hereinafter referred to as "library materials") in the Department of Law, National Chung Hsing University, is restricted to the following individuals: faculty members, administrative staff, enrolled students, official members of the National Chung Hsing University Department of Law Alumni Association, and members of bar associations with which the Department has signed a memorandum of cooperation.
- Article 2 The hours for reading and borrowing library materials shall be announced by the Department office.
- Article 3 The borrowing rights for library materials and journals are as follows:
1. **Library Materials:**
    - Faculty members may borrow up to 10 items.
    - Enrolled students, administrative staff, and official members of the alumni association may borrow up to 6 items.
    - Bar association members who have signed a memorandum of cooperation with the Department may only browse or photocopy materials.
  2. **Journals and Magazines:** Not available for borrowing.
- Article 4 The borrowing period for library materials is 14 days, and for theses, it is 7 days, calculated from the day following the date of borrowing. Borrowers shall proactively return the materials before the expiration of the borrowing period. If the last day of the borrowing period falls on a holiday, the return deadline may be extended to 12:00 PM of the next working day.
- Article 5 For library materials returned overdue, a late fee of NT\$5 per item per day shall be charged for each day beyond the due date. If the overdue period exceeds 30 days, the late fee shall no longer accumulate, and the borrowing rights shall be suspended for 1 day per item for each additional day overdue.
- Article 6 The handling of compensation for lost or damaged library materials:

1. Borrowers are responsible for compensation if they lose, steal, or damage library materials.
2. Compensation for library materials shall be made by the borrower purchasing materials that are identical in content to the original item.
3. In the event that the library materials cannot be purchased, the matter shall be handled in accordance with the Regulations for Borrowing Library Materials of the University Library.

Article 7 These Regulations shall be implemented after being passed by the Department Affairs Meeting. The same procedure shall apply to any amendments.

In case of any dispute, the explanation should be based on the Chinese version.