

TMU Library Reading Regulations

Established and approved in the library committee held on July 22, 1996
Amended and approved in the library committee held on July 26, 2001
Amended and approved in the library committee held on June 16, 2004
Amended and approved in the library committee held on October 14, 2004
Amended and approved in the library committee held on December 29, 2006
Amended and approved in the library committee held on May 14, 2013
Amended and approved in the library committee held on December 4, 2013
Amended and approved in the library committee held on June 19, 2018
Amended and approved in the library committee held on July 2, 2019

- Article 1 The Taipei Medical University Library (and branch libraries of the Taipei Medical University Affiliated Hospitals, hereinafter “the library”) has enacted the Library Reading Regulations (hereinafter “the regulations”) to facilitate the functions of teaching, research, and promotion of the library.
- Article 2 Individuals entering the library must hold valid identification (ID) and must not use any false or forged ID, nor must they lend their ID to others. Alumni of the Taipei Medical University shall fill out relevant information at the information desk and exchange their alumni ID, graduate certificate, or student ID for a temporary admission card to enter the library.
- Article 3 Because of the library’s limited seats, off-campus visitors are limited to 10 people per time period. Regulations for off-campus visitors entering the library are as follows:
1. Off-campus visitors must be at least 20 years old. After visitors fill in their personal information at the information desk, they may exchange their own photo ID card for a temporary admission card to enter the library. Those who do not fill in their details may be denied entry to the library. College students under the age of 20 years may exchange their admission cards using their student ID.
 2. Off-campus visitors are responsible for their temporary admission card and shall report to the information desk in the event it is lost or destroyed. A replacement fee of NT\$200 will be charged before they can reclaim their original ID card.
 3. The library shall suspend the admission qualification for one month of off-campus visitors who fail to return their temporary admission cards before the library closes. The library is not responsible for the safekeeping of unreturned ID cards.
 4. Off-campus visitors entering the library shall abide by the library’s rules of use, and offenders may be permanently barred from entering.

- Article 4 Please wear appropriate clothing. Food, snacks, uncapped drinks, animals, and wet umbrellas are not allowed. Smoking and entering restricted areas are prohibited.
- Article 5 Visitors shall not talk loudly or read aloud in the library. Mobile phones, pagers, and other communication devices that might disturb the tranquility of the library must be switched off or on silent mode, and may only be used in specific areas to maintain the tranquility of the library.
- Article 6 The computers in the library are for readers to search online public access catalog and databases and shall not be occupied for long periods of time. The library may adjust their usage accordingly.
- Article 7 Readers are not allowed to move tables and chairs or reserve seats arbitrarily in the library, and shall take their personal belongings with them when they leave the library. The library is not responsible for the safekeeping of any items left behind.
- Article 8 All journals, reference books, and dissertations in the library are for reference only and may not be checked out.
- Article 9 Readers shall handle the books, and equipment of the library with care. Defacing, scribbling, or any other acts of damage will be regarded as serious violations.
- Article 10 Removing the library's books and equipment without following the authorization procedure is prohibited. Offenders shall be deemed to have committed an act of theft.
- Article 11 The staff of the information desk has the right to inspect any items that are deemed suspicious when readers leave the library, and readers must comply such requests.
- Article 12 Readers must abide by all rules and regulations enacted by the library. Offenders will be punished in accordance with the Taipei Medical University Measures for Handling Reader Violations of Library Regulations.
- Article 13 The regulations are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.