

# TMU Library Regulations for Long-Term Borrowing of Unit Self-Purchased Materials

Established and approved in the library committee meeting held on June 13, 2008  
Amended and approved in the library committee meeting held on December 3, 2008  
Amended and approved in the library committee meeting held on December 4, 2013  
Amended and approved in the library committee meeting held on December 23, 2019

- Article 1 To maintain the book property of the Taipei Medical University and assist the management of self-purchased materials by various units in the university, the Taipei Medical University Library has enacted the TMU Library Regulations for Long-Term Borrowing of Unit Self-Purchased Materials (hereinafter “the regulations”).
- Article 2 The scope of the regulations is as follows:
- Article 3 Sources of fund: All budgets of the university’s units and its affiliated hospitals, student club subsidy funds, or funding for intramural, extramural, and public and private institution research projects obtained by the faculty of the university and its affiliated hospitals.
- Article 4 Types of materials: The types of materials procured include books, journals, electronic resources, and multimedia materials.
- Article 5 Self-purchased materials by units shall be sent to the library and registered as the university’s property along with the materials and purchase order. The materials are ready to be borrowed after they are processed and cataloged, and shall be kept at the units that made the purchase.
- Article 6 The self-purchased materials of units shall be included in the library collection catalog of the university. The library has enacted the following regulations for people who wish to borrow those materials for long periods because of research and teaching needs:
- Article 7 For materials purchased using unit funds, the purchasing unit shall designate a specific staff member to apply for long-term borrowing; for materials purchased using project funds, the principal investigator of the project shall be responsible for applying for long-term borrowing.
- Article 8 Borrowing duration: 1 year, which is also the duration for the renewal of a borrowed material. After the conclusion of a project or the unit’s use of the material, the material shall be returned to the library collection for circulation.
- Article 9 Change in borrower: In the event of personnel changes in or resignation of the unit depository or principal investigator of a project, the material shall be returned first, after which the new depository assigned by the unit or the principal investigator shall apply for borrowing.
- Article 10 Materials subject to long-term borrowing shall be properly stored by the borrower and inventoried by the library annually. Loss or damage to the

materials shall be handled in accordance with the Regulations for Borrowing Library Books.

Article 11 The collection location of the self-purchased materials shall be the department or unit to which the purchaser belongs, with the borrowing regulations enacted by the units. Borrowers shall instruct the unit depository to make the relevant application in accordance with the unit's borrowing regulations.

Article 12 The regulations are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.