

Measures for Handling Reader Violations of TMU Library Regulations

Established and approved in the library committee meeting held on October 14, 2004
Amended and approved in the library committee meeting held on June 18, 2009
Amended and approved in the library committee meeting held on December 9, 2011
Amended and approved in the library committee meeting held on December 4, 2013
Amended and approved in the library committee meeting held on July 2, 2019

- Article 1 To protect readers’ rights to use library resources and equipment in a fair manner, and to maintain a tranquil atmosphere when reading and inquiring about information in the library, the Taipei Medical University Library (hereinafter “the library”) has established the Measures for Handling Reader Violations of TMU Library Regulations (hereinafter “the regulations”) in accordance with Article 12 of the Library Reading Regulations, to serve as regulations for readers and the basis for implementation by staff.
- Article 2 Individuals who commit the offenses listed below shall be subjected to penalties based on the accumulation of points.
- Article 3 Those who have accumulated (including) 2 points for violating the regulations shall be dealt with as follows and may be listed on the library bulletin board: readers of the university shall be subjected to the suspension of their borrowing privileges for 3 months; and off-campus visitors shall be forbidden from accessing the library for 6 months.
- Article 4 University students who have accumulated (including) 3 points for violating the regulations, or have committed severe offenses, shall be dealt with in accordance with the previous article; furthermore, the Office of Student Affairs shall be notified to act according to the relevant regulations. For off-campus visitors with similar circumstances, their affiliated service unit or office of student affairs shall be notified to take relevant actions, and if necessary they may be reported to the police and permanently suspended from accessing the library.
- Article 5 The regulations are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.

Points for different violations:

Number / Category	Number / Details	Points
(1) Student ID / Staff ID	1. Using a false ID card	3
	2. Lending ID card to others	3
	3. Borrowing another person’s ID card	3
	4. Using a forged ID card	3
(2) Personal behaviors	1. Behavior such as eating snacks or instant noodles, using an electric water boiler, and other persistent eating behaviors despite warning	2

Number / Category	Number / Details	Points
	2. Smoking	3
	3. Bringing animals into the library	2
	4. Using mobile phones or pagers in restricted areas	1
	5. Lie down sleeping	1
	6. Entering the library without swiping ID card (university-related individuals)	1
	7. Entering the library without swiping ID card (off-campus visitors)	2
	8. Theft	3
	9. Sexual harassment	3
	10. Failing to heed warning after violating regulations	1
	11. Failing to heed warning after violating regulations and displaying a bad attitude	2
	12. Trespassing into restricted areas	1
	13. Breaking into safety doors	3
	14. Remaining in the library after its opening hours	3
	15. Moving tables and chairs	1
	16. Using lighters or any ignition source in the library	3
(3) Inappropriate behaviors involving the use of library equipment	1. Vandalizing equipment	3
	2. Vandalizing books, materials, or equipment	3
	3. Using multimedia equipment to watch nonlibrary materials	1
	4. Damaging computer software	1
	5. Downloading inappropriate information to a computer	3
	6. Leaving multimedia materials at the reception desk but the disc is not in the container	1
	7. Using another person's ID to book seats and borrow videos	2

Note:

1. Warnings shall be given in the following cases; however, such behaviors shall not be included as violations if the individual exhibits a good attitude and immediately corrects his/her behavior:
 - (1) Wearing inappropriate attire
 - (2) Bringing food or uncovered drinks into the library
 - (3) Talking or reading aloud
 - (4) Sleeping on a table
 - (5) Occupying a seat

(6) Other behaviors that cause disorder and untidiness

2. Beverages must be kept in covered and fastened containers to prevent spillages damaging books and equipment and contaminating the reading environment.