

Regulations for Borrowing Library Books

Established and approved in the library committee meeting held on August 25, 1994
Amended and approved in the library committee meeting held on July 22, 1996
Amended and approved in the library committee meeting held on July 24, 2000
Amended and approved in the library committee meeting held on October 27, 2003
Amended and approved in the library committee meeting held on June 23, 2005
Amended and approved in the library committee meeting held on June 15, 2006
Amended and approved in the library committee meeting held on December 27, 2006
Amended and approved in the library committee meeting held on November 21, 2007
Amended 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 9, 2011
Amended and approved in the library committee meeting held on May 14, 2013
Amended and approved in the library committee meeting held on May 8, 2014
Amended and approved in the library committee meeting held on June 19, 2018
Amended and approved in the library committee meeting held on December 20, 2018

- Article 1 The Taipei Medical University (and the affiliated hospitals) has enacted the Regulations for Borrowing Library Books (hereinafter “the regulations”) for book borrowing.
- Article 2 If faculty members request others to borrow books for them, they are required to write a letter of delegation indicating the names of the borrowers, the assignee, and books to be borrowed, and include their ID card or admission card issued by the library.
- Article 3 Quantity and duration of borrowing:
1. Full-time lecturers, physicians, staff, and graduate students: unlimited number of books with a 1-month borrowing duration.
 2. Undergraduate students: unlimited number of books with a 1-month borrowing duration.
 3. Part-time, contract, or retired staff and alumni: 10 books with a 1-month borrowing duration.
 4. Professional audiovisual materials are strictly for use within the library. Leisure audiovisual materials: five types with a 7-day borrowing duration. Expired leisure journals (including attached CDs): three types with a 7-day borrowing duration.
 5. Library members: 10 books with a 1-month borrowing duration.
- Article 4 Reference books (with an “R” in the call number), academic journals, TMU faculty publications, and theses & dissertations are strictly for use within the library. However, they can be borrowed with the consent of the library director and returned within the stipulated time if the books are necessary for research.
- Article 5 Renewal:
1. Borrowed books may be renewed 7 days before the expiration date. However, the book may not be renewed if it has been reserved or has expired.

2. The renewed duration is the same as the borrowing duration.
3. Audiovisual materials and leisure journals may not be renewed.

- Article 6 Reservation: If a new or desired book has been lent out, please make a reservation on a computer and collect the reserved book within 7 days of its arrival at the library. Reservations are not allowed for multimedia materials and leisure journals.
- Article 7 Overdue penalties: If a book has not been returned after its borrowing duration expires, a penalty of NT\$5 will be charged for each book per day in accordance with a cumulative system. The maximum cumulative penalties for each volume of foreign language and Chinese books are NT\$500 and NT\$300, respectively. Individuals who have not returned an overdue book or repaid the overdue penalty are not allowed to borrow any books or materials.
- Article 8 Compensation for damage or loss: If a borrowed book is defaced, has missing pages, or is lost, the borrower shall notify the library during the borrowing period; otherwise, the borrower must be subject to overdue penalties and be required to clear the payment within 1 month. If the audiovisual materials with the aforementioned conditions are public presentation editions, the borrowers shall purchase a new public presentation edition of the material as compensation; if the audiovisual material with the aforementioned conditions are published as a complete set and cannot be purchased separately, the borrower shall purchase the entire set as compensation. If the book to be compensated is out of print or cannot be purchased, the borrower shall pay twice the list price in cash as compensation. Borrowing privileges may only be restored after the compensation is paid.
- Article 9 When borrowing audiovisual materials, borrowers must check with the counter staff whether the material has scratches or is damaged. If the counter staff discovers scratches or damage upon the material's return, the reader who last borrowed the material shall be responsible for its compensation.
- Article 10 Borrowed books and materials must not be illegally reproduced. Offenders shall be reported for disciplinary action, and their borrowing privileges shall be suspended for 1 semester.
- Article 11 Borrowed books and materials, regardless of whether they have reached their expiration date, can be retrieved by the library at any time if the circumstances so require.
- Article 12 Before registering, resigning from, or leaving the university (due to graduation, withdrawal, transfer, or suspension), borrowers may only proceed with their application for graduation from the university after returning all their borrowed books.
- Article 13 The total number of books borrowed from the main library and its branches is calculated together.

Article 14 The regulations are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.