

Regulations for TMU Library Card Applications by Family Members of University Employees

Established and approved in the library committee meeting held on November 21, 2007

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 June 19, 2018

Amended and approved in the library committee meeting held on December 20, 2018

- Article 1 To facilitate employees' family members of Taipei Medical University using library resources, the library has enacted the Regulations for TMU Library Card Applications by Family Members of University Employees (hereinafter "the regulations") to serve as the basis for employees' family members to borrow books.
- Article 2 Because of limited library resources, to avoid affecting the quality of support for the university's teaching and research, library cards for employees' family members are valid for 2 years, and are only available to first-degree relatives and spouses of full-time faculty and staff (excluding project research assistants) of the university and its affiliated hospitals.
- Article 3 Applicants must meet the following criteria:
1. First-degree relatives or spouses (excluding relatives of spouses) of the employees of the university and its affiliated hospitals.
 2. Applicants must be aged at least 16 years (first year of senior high school or older).
- Article 4 Applicants must attach the following documents:
3. 2 x 1-inch photographs of the applicant
 4. 1 x photocopy of the applicant's ID card
 5. 1 x photocopy of the employee's national ID card or other documents that prove the employee's kinship with the applicant (e.g., household certificate or transcription of said certificate).
- Article 5 1 x photocopy of the employee's certificate of service (faculty or staff ID) in the university or the affiliated hospitals.
- Article 6 The number of books borrowed using the library cards of a employee's family members is added to that of the employee. No upper limit is set for the number of library cards applied for by each employee for their family members. The borrowing duration and renewal regulations vary depending on the types of materials. Furthermore, no upper limit is set for the number of books borrowed by employee who apply for library cards for their family members.
- Article 7 Family-member applicants must abide by the library regulations and not engage in actions that violate them, such as eating and drinking or talking loudly in the library. In addition, they must not lend their library cards to

others, and their right to access the library shall be suspended if they are discovered to have done so. In the event of overdue payments or the loss of library property, the full-time employee shall be responsible for compensation.

- Article 8 When the employee resigns, the library cards of his/her family members shall also become invalid. All books must be returned and overdue fines paid before the resignation procedure can commence.
- Article 9 Library cards for employees' family members are free of charge for first-time applications. Reapplications for a lost library card shall be charged a fee of NT\$50.
- Article 10 The regulations are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.