

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 24 2013

Amended and approved in the library committee meeting held on July 2, 2019

Amended and approved in the library committee meeting held on June 17, 2020

Amended and approved in the library committee meeting held on January 12, 2022

Amended and approved in the library committee meeting held on January 17, 2023

- 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 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 For those who have accumulated (including) 2 points for violating the regulations, from the second point of the violation registered, TMU readers shall be subjected to the suspension of borrowing privileges for 3 months and off-campus readers shall be suspended of access to library for 6 months.
- Article 4 TMU 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 in compliance with the relevant regulations and shall be suspended access to library and borrowing privileges for 3 months. For off-campus readers 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 blocked 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) ID card	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
	2. Smoking	3
	3. Bringing animals into the library	2
	4. Using mobile phones or pagers in restricted areas	1
	5. Sleeping on tables	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	4
	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. Remain in the library after its opening hours or delay for any reason, which affects the closing procedure	3
	15. Moving tables and chairs	1
	16. Occupy the seats and are ineffective after persuasion	1
	17. Candid photography (invasion of others' privacy)	4
	18. Hurt others	4
(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	2

	seats and borrow videos	
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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) 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.