

# Regulations on TMU Library Book Drops and Self-Return Service

Established and approved in the library committee meeting held on November 18, 2005

Amended and approved in the library committee meeting held on May 14, 2013

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

- Article 1 To facilitate a convenient book return process for readers, the Taipei Medical University Library and its branches in affiliated hospitals (hereinafter “the library”) have established the Regulations on TMU Library Book Drops and Self-Return Service (hereinafter “the regulations”) to serve as a basis for the library to handle book-return services.
- Article 2 The library provides book drops at its affiliated hospital branches for returning books when the library is closed; readers should return books at the information desk during opening hours. However, the self-return machine of the main library is available 24 hours a day.
- Article 3 The return date for books placed in the book drop is calculated as follows:
1. For books that are placed in the book drop before the library opens, their return date is the previous day.
  2. When the library is closed during a national holiday or typhoon, the return date is the day before the holiday.
  3. In the event of consecutive holidays, the return date is also the day before the consecutive holidays begin.
- Article 4 Overdue penalties are calculated as follows:
4. If books placed in the book drop are already overdue, the penalty shall be calculated accordingly.
  5. If the books placed in the self-return machine are overdue, they shall be handled in accordance with the Taipei Medical University Regulations for Borrowing Library Books.
- Article 5 The book drops and self-return machine are only for returning books. Placing multimedia materials (e.g., DVDs, CDs, and DVDs attached inside books) in them is strictly prohibited to avoid damage caused by the weight of the books. Offenders shall have their multimedia material borrowing privileges suspended for 3 months, and shall be liable for compensation if the multimedia materials are damaged.
- Article 6 For books that are too large or have a unique size and are thus unsuitable for placing in the book drop, please return them to the information desk during the library’s opening hours. If the aforementioned books are placed on top of or beside the book drop, resulting in the loss of books or accumulation of overdue fines, the readers shall be held accountable and

have their borrowing rights suspended for 1 year.

Article 7 The library has implemented 24-hour surveillance at the book drop. Borrowers with disputed claims (e.g., when a reader claim that he or she has placed books in the book drop but no books are found in there, and their borrowing record is thus not removed) may apply to access the digital recording and submit it to the library for arbitration.

Article 8 The regulations are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.