

TMU Library Regulations for Using Study Carrels

Established and approved in the library committee meeting held on October 14, 2004

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 December 23, 2019

- Article 1 To meet the research needs of professors, graduate students, and physicians, the Taipei Medical University Library (hereinafter “the library”) has established study carrels and enacted the TMU Library Regulations for Using Study Carrels (hereinafter “the regulations”).
- Article 2 Full-time professors, visiting (chair) professors, graduate students of the university, and full-time physicians of the affiliated hospitals (hereinafter “borrowers”) may apply to the library in accordance with the regulations.
- Article 3 Borrowers must fill in and submit an application form together with their ID cards to the information desk. The library shall assign the study carrels based on the application orders following the approval of the department supervisor in question.
- Article 4 The borrowing duration of a study carrel is 1 month per application. If the carrel has not been borrowed by others, the application may be extended once. Borrowers may not apply for other study carrels during the borrowing period and may not transfer their carrels to others. Reservations shall be processed 1 month before the borrowing period. Borrowers who do not register and use their carrels 2 days after the commencement of the borrowing period are deemed to have forfeited their reservation.
- Article 5 Borrowers shall retrieve the keys and register at the information desk during the library’s opening hours.
- Article 6 Borrowers shall not leave their personal items and books in the study carrels, and must turn off the lights, remove garbage, lock the door, and return the key to the information desk after using the carrels each day.
- Article 7 Please remain silent and abide by relevant reading rules when using the study carrels.
- Article 8 Borrowers are responsible for the safekeeping of their own items while using the study carrels. The library shall not be responsible for any losses.
- Article 9 Borrowers must abide by the following regulations when accessing the library collections while using the study carrels:
1. Journals, reference books, and theses & dissertations are not allowed to be brought into the study carrels. Please make photocopies for your own use.
 2. General books shall be placed on the book carts after use.

3. Borrowers may register at the information desk for the books that they intend to borrow for a long period of time. During the borrowing period of the study carrels, the borrowed books must be placed on the bookcase in the carrels.

Article 10 The library shall conduct regular inventory checks and cleaning without further notice.

Article 11 For offenders who violate the regulations, the library shall suspend their use of and rights to borrow a study carrel for 1 month.

Article 12 Borrowers shall be required to compensate for damage to public property at the current price, and bear the cost of lock replacement if a study carrel key is lost.

Article 13 The library may suspend or cancel the borrowers' reservation in the event of serious circumstances.

Article 14 Matters not mentioned herein shall be handled in accordance with the relevant regulations of the library.

Article 15 The regulations are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.