

# Library Circulation Rules

## Minghsin University of Science & Technology

### ◎ Borrowing and returning books

During the opening hours, patrons with a valid MUST ID card can borrow books at the circulation counter on the first floor.

Patron Type	Max. Loan Items	Loan Period (days)	Max. Renewals
Faculty/Staff	30	30	2
Graduate Students	30	30	2
Undergraduates	20	14	2

### ◎ Overdue

1. All overdue books are fined NT\$2 per day per item.
2. Procedure for students' graduation or faculty/staff quit will be blocked unless all fines are paid.

### ◎ Lost

1. If a material is lost, patrons must compensate the Library with a copy of the same item.
2. For out-of-print materials, patrons must pay the Library 2 times the value of the material.

### ◎ Renewal

1. Library materials may be renewed twice at the circulation desk by presenting your Student ID card or by searching your borrowing records and renewing selected items on Library homepage.
2. A book may not be renewed if another patron has placed a hold on it.

### ◎ Reserved

Patrons may reserve the borrowed books at the circulation desk by presenting your Student ID card or through the library catalog system. You will be notified by a e-mail when the item is available to be picked up.

### ◎ Audio/Video materials

1. All kinds of audio/video materials are kept at the multimedia materials room on the fourth floor.  
All the faculty/staff and students are entitled to view them in the library.
2. All the audio/video materials are borrowed and returned at the circulation counter on the fourth floor.
3. There are no renewals and no reservations for patrons.
4. All overdue materials are fined NT\$2 per day per item.

#### ➤ Students loan rules :

Materials	Max. Loan Items	Loan Period (days)
DVD/VCD (home edition)	2	7
CD/Video Tape	2	7

#### ➤ Faculty/Staff loan rules :

Materials	Max. Loan Items	Loan Period (days)
DVD/VCD	3	7
CD/Video Tape	3	7