

Circulation Rules and Privileges at NCU Library

2012/12/01 Release

Explanation	Readers Status	Identificaiton	Library card for Spous/Dependants	Loan to UST	Loan Items (AV materials and ILL Cards included)				Audio Visual Materials				Other Services					
					Loan Items	Loan Period (Days)	Renewal (Times)	Hold (Items)	library use	Loan Items	Loan Period (Days)	Renewal (Times)	ILL Cards (Items)	Loan Period (Days)	Study Carrels	Computer Facility		
1	Faculty	NCU Service Card (plastic)	Family Dependants (A)	Y														
2	Researchers/Post-Doctoral Research	NCU Service Card (paper)	Family Dependants (A)	Y	60	60	3	30	Y	5	10	1	3 Distinct	14	Y			
	Part-time Teaching Faculty	Library Card	N	N									No Checked-out Allowed					
1	Staff/Technician/Janitor	NCU Service Card (plastic)	Family Dependants (A)	Y	30	30	3	15	Y	5	5	1	3 Distinct	14	N	Y		
	Assistant	NCU Service Card (plastic)	Family Dependants (B)															
	Staff of Cooperative Education	NCU Service Card (paper)																
3	Ph. D Program Students	Student ID	N	Y	60	30	3	30	Y	5	5	1	No Checked-out Allowed	No Checked-out Allowed	Y			
	Master's students	Student ID			40			20										
	Undergraduate students	Student ID			20			10										
	Exchange students	Student ID			20			10										
4	Prospective Faculty	NCU Library Barcode	N	N	30	30	3	15	Y	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	
	Prospective graduate students	Barcode			20			10										
	Visiting Students	Visiting Student Card			20			10										
	Prospective students	NCU Library Barcode			5			3										
	Department's Employee				14			1										
	Laboratory's High School Users from Ill				5			3										
	Credit Course Students				5			3										
5	UST Faculty/Staff/Students	Visiting Reader's Library Card	Y	5	30	1	3	Y	5	5	1	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed		
6	Family Dependants (A)	Library Card	N	Y	5	30	1	3	Y	5	5	1	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	
7	Family Dependants (B)	Library Card			20			10										
8	Retired employee	NCU Alumni Card	N	N	10	30	1	5	Y	5	5	1	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	
	Alumni				20			10										
	NCU volunteers				Library Card			10										5
9	Consortium of Interlibrary Cooperation (Taoyuan Northern Sanzu)	ILL Card	N	N	5	30	No renewal Allowed	No reserve Allowed	N	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	
	Exchange Library Card (30 days)	Library Card			5													21
	Exchange Library Card (21 days)	Library Card			5													21
10	Friends of NCU	Library Card	N	N	5	14	1	3	Y	5	14	1	3	Y	No Checked-out Allowed	No Checked-out Allowed	No Checked-out Allowed	
11	Friends of NCU Library	Library Card			5			14										1
12	Visiting Readers (including regular readers who failed to present a Library Card)	Temporary Library Card	No Service Available		Library use only				No Service Available									

Explanation	
1	NCU Faculty/staff/technicians obtain the library borrowing privilege by providing the valid NCU Service Card and a completed "Application Form for the Library Card".
2	NCU part-time teaching faculty, visiting professors, honorary professors, visiting scholars and researchers may apply for the Library Card with a photocopy of employment certificate, a one-inch recent photo, and a completed application form guaranteed by the Chairman of the applicant's department. The Library Card is valid during employment duration.
3	NCU students and exchange students use student ID as Library Cards.
4	The above listed prospective readers may apply for a Temporary NCU Library card to visit library or deposit NT\$3000 to borrow books. The applicant should provide one photocopy of proof of admission or employment, a completed "Application Form for the Library Card" signed by the Department Chair or Director at the time of application. The Temporary NCU Library Card is recognized only when the applicant's above status is valid. The applicant may apply for refund of the deposit without added interest by returning the Library Card along with the original copy of the receipt.
5	Patrons from the University System of Taiwan may use their own Library Cards to check out books from NCU library.
6	NCU full-time faculty/staff/technicians and researchers may apply for the Dependant's Library Card (Type A) for their spouses and dependants. A photocopy of NCU Service Card, a one-inch photo, a photocopy of Citizens' ID of the spouse/dependants and a completed "Application Form for the Library Card" are required for application.
7	NCU full-time assistant may apply the Dependant's Library Cards (Type B) for their spouses and dependants. A photocopy of NCU Service Card, a one-inch photo, a photocopy of Citizens' ID of the spouse/dependants and a completed "Application Form for the Library Card" are required for application.
8	NCU alumni, retired employees and current volunteers may apply for the Library Card by providing a one-inch photo, an application fee of NT\$300, a security deposit of NT\$3000 and a completed "Application Form for the Library Card". The following documents are also required: a photocopy of the diploma for alumni; retirement certificate for retired employee; document issued by the Office of General Administration for technicians and a photocopy of volunteer's ID for volunteers.
9	Borrowing privileges, number of cards and reader's qualification for using the card are listed in the Agreement.
10	Trainees from the Institute for Information Industry and students/faculty/staff from NCU Extension Education Programs are eligible for applying NCU Library Cards. Application is submitted to the Library by each institution/program. The security deposit is NT\$3000 and a usage fee of NT\$300 for every half year is also required.
10	Those who have donated to the University may apply for the "Friends of NCU" Library Card via the Secretariat by providing the donation certificate, a photocopy of Citizens' ID a one-inch recent photo and a completed "Application Form for the Library Card". The Card is valid for only one year.
11	Citizens above 18 years old can apply for Friends of the Library Card by providing a one-inch photo, a photocopy of Citizens' ID card or passport, a security deposit of NT\$3000 and a completed "Application Form for Library Card". An annual fee of NT\$2000 is also required. Security Deposit is refundable without any interests.
12	Visiting readers (including regular readers who failed to present a Library Card) and those who have no library cards may exchange for a temporary library card with one of government-issued photo identification cards, i.e. Citizens' ID card, Alien Residence Certificate, driver's license, passport or National Health Insurance card.