

National Experimental High School at Hsinchu Science Park: Library Regulations

Passed by the Administration Meeting on May 1st, 2000

Approved by the principal and implemented on Aug. 1st, 2000

Library Committee revised articles 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and added article 12 on Jun. 12th, 2001

Approved by the principal and implemented on Jul. 1st, 2001

Passed by the School Affairs Meeting and implemented on Jan. 20th, 2021

Article 1

- These regulations are enacted according to Article 8 of the Library Law.

Article 2

- During the school year, the library is open Mondays through Fridays from 8AM to 4PM.
- Prolonged library hours will be announced separately and when applicable.
- Opening hours during summer and winter vacation will be announced separately and/or posted on the official school calendar.
- The library service desk will stop all services (borrowing/returning books, etc.) fifteen minutes prior to the official library closing time.

Article 3

- The following persons may check out books/other materials from the library:
 1. School faculty and staff may use their own staff ID cards as their library cards; similarly, retired faculty/staff may use their own retiree IDs as library cards.
 2. Students in the 7th grade and above school-wide may use their NEHS/IBSH student ID as their library card.
 3. Students in the 6th grade and below school-wide, including kindergarten students, part-time/temporary faculty and staff, substitute teachers, intern teachers, and volunteers (including PTA representatives) should apply for a library card. Interlibrary readers should use a NEHS library card obtained from other libraries.

4. Wednesday afternoons until 4:10PM are considered official class hours, and students may not use the library during this time or any other time during allotted school hours. The following persons are excepted from the rules stated above:
 1. Outside visitors that have explicit permission from the NEHS principal or dean.
 2. Non-student individuals who have temporary library cards, exchanged at the library front desk at the gate — only twenty individuals may enjoy this privilege at a time.

Article 4

- Part-time/temporary faculty and staff, substitute teachers, retired faculty/staff, intern teachers, and volunteers (including PTA representatives) should have the assurance and identification of a direct supervisor and one full time faculty/staff member as a guarantor to apply for a library card OR a valid deposit of NT\$1000. These cards are valid for the current school year, or when the guarantor leaves the school, or when the amount of the original deposit no longer exceeds NT\$500.
- Upon expiration, the cardholder should apply for an extension.

Article 5

- The following points detail the NEHS library item checkout protocol.
 1. Faculty and staff, part-time or temporary substitute teachers, and intern teachers may check out a maximum of ten items.
 2. Students (excluding high school students (NEHS/IBSH) in grades 10 through 12), school volunteers, and PTA representatives may check out up to three items. The number of items library volunteers may check out are based on service regulations.
 3. Retired faculty/staff and high school students (NEHS/IBSH) in grades 10 through 12 may check out up to five items.
 4. Interlibrary readers holding NEHS library cards may check out up to five items.
- Items available for checking out include books, journals/magazines, audio/video materials, and interlibrary cards.

Article 6

- The loan period for any item checked out is 30 days for every reader and can be renewed once. Overdue items will result in a suspension for checking out items or incur a fine of NT\$1 per day per item.
If the fine is paid, the suspension will be lifted.
- The Interlibrary Loan service allows each reader to check out one interlibrary card for 3 days. Overdue cards will incur a fine of NT\$20 per day per item, and a suspension for checking out new items will be instituted.
- Borrowers may utilize the library's website to access their items' checkout status and to update their personal email addresses, which will allow the library's automatic system to inform the borrower of any overdue or reserved items.
- The library's item reservation system is available to all readers; once a reserved item has become available for checkout, the reserver will be notified via email and the item will be held for up to three days.
- It is our readers' responsibility to follow the Interlibrary checkout regulations.
- For some special cases (where the principal's permission is required), the library reserves the right to recall checked out materials from all borrowers.

Article 7

- Non-circulating items cannot be checked out — these include newspapers, current journals, and reference materials, among other items.
- Interlibrary card loan services are only available to faculty/staff, part-time or temporary substitute teachers, and high school students (NEHS/IBSH) in grades 10 through 12.
- Audio/video materials are available for checkout only to faculty, staff, part time or temporary substitute teachers, and intern teachers.

Article 8

- If any checked out item is lost or damaged, the borrower must replace the same item or pay a reimbursement fee equating the cost of the item's original market price to the library. When determining the original market price of the lost item is impossible, the

Library Director will decide on the payment amount after consulting relevant information.

- When a reimbursement needs to be made on audio/video materials, the price of the public broadcasting version is adopted.
- It is our readers' responsibility to take good care of their checked out items. If an item to be checked out is not in good condition, the borrower should inform the librarian at the service desk. After the material is checked out, the borrower must take full responsibility on maintaining the condition of the items in their care. (See above rules for compensation and reimbursement)

Article 9

- Lost library cards should be reported immediately; the different reapplication processes are detailed below.
 5. Faculty/staff and retired school employees should reapply in the Personnel Office.
 6. Students in the 7th grade and above (NEHS/IBSH) should reapply at the Academic Office of their respective departments.
 7. Students in the 6th grade and below (including kindergarteners), part time/temporary faculty and staff, substitute teachers, intern teachers, temporary employees, volunteers (including PTA representatives), and interlibrary readers should reapply at the library.
- The library card reapplication processing fee is NT\$50.
- Readers are responsible for any unreported lost library cards.

Article 10

- All checked out materials (including audio/video materials, interlibrary loan materials, etc.) should be returned to the library before the borrower leaves the school. Without a declaration statement from the library, the resignation procedure is not considered complete.
- Students from the current year's graduating class must return all checked out materials and/or pay all fines ten days prior to commencement day.

Article 11

- The following behaviors are prohibited in the library and will be stopped, punished, and/or fined according to school regulations:
 1. Bringing food or drink into the library and drinking/eating in the library,
 2. Disturbing the library's order and quietness,
 3. Accessing non-school-related online resources with the library's computer,
 4. Taking materials out of the library without the official checkout procedure,
 5. Soiling/damaging library materials, equipments, or facilities,
 6. Keeping items egregiously past overdue dates, and
 7. Using another individual's library card to check out items or lending one's own library card to another for them to check out items.
- Librarians are exempt from the first list item within the administration area behind the main service desk.

Article 12

- Any teacher who wants to hold a class in the library should write a statement, have it signed by their respective department's Dean, and turn it in to the Director of Library to confirm the application in advance. Other than his/her regular teaching duties, the teacher is then responsible for having students:
 1. Get ready to be admitted into the library on time (according to library class hours),
 2. Follow all library regulations,
 3. Put all seats back to order before class is dismissed, and
 4. Return all materials back to their proper locations before class is dismissed.
- Any class or student that is found in violation of library regulations will be officially labelled as transgressors; when this occurs, the teacher in charge will need to reexplain the library rules to the entire class.
- Classes that are approved to have class in the library and students who are permitted to study in the library on their own need to stay in the approved space set aside for them. Other students may be restricted in using the library when there is no enough space. After school, the second floor is reserved for students in grades seven and above; elementary school students must only use the first floor.

Article 13

- Rules that are not included above will be announced by the library.

Article 14

- These regulations and all other amendments have been passed by the Library Committee and have been approved by the Principal for implementation.