

Circulation Rules and Privileges at NCU Library

2016/04/26 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 (plastic) | Family Dependants (A) | Y | 60 | 60 | 3 | 30 | Y | 5 | 10 | 1 | 3 Distinct | 14 | Y | | | | | | | |
| | Part-time Teaching Faculty Visiting Professors/Honorary Professors/Consultants | Library Card Library Card | N | N | No Checked-out Allowed | | | | | | | | | | | | | | | | | |
| 1 | Staff/Technician/Janitor | NCU Service Card (plastic) | Family Dependants (A) | Y | 30 | 30 | 3 | 15 | | | | | 3 Distinct | 14 | N | Y | | | | | | |
| | Assistant | NCU Service Card (plastic) | Family Dependants (B) | | | | | | Y | 5 | 5 | 1 | | | | | | | | | | |
| | Staff of Cooperative Education | NCU Service Card (plastic) | | | | | | | | | | | | | | | | | | | | |
| 3 | Ph. D Program Students | Student ID | N | Y | 60 | 30 | 3 | 30 | Y | 5 | 5 | 1 | | | | | | | | | | |
| | Master's students | Student ID | | | 40 | | | 20 | | | | | | | | | | | | | | |
| | Undergraduate students | Student ID | | | 20 | | | 10 | | | | | | | | | | | | | | |
| | Exchange Ph.D. Students | Student ID | | | 60 | | | 30 | | | | | | | | | | | | | | |
| | Exchange Master Students | Student ID | | | 40 | | | 20 | | | | | | | | | | | | | | |
| | Exchange students | Student ID | | | 20 | | | 10 | | | | | | | | | | | | | | |
| 4 | NCU CLHS Staff | NCU CLHS Service Card (plastic) | | | 30 | 30 | 3 | 15 | Y | | | | | No Checked-out Allowed | | | | | | | | |
| | NCU CLHS Students | NCU CLHS ILL Card | | | 5 | 14 | N | N | N | | | | | | | | | | | | | |
| 5 | Prospective Faculty | NCU Library Barcode | | N | 30 | 30 | 3 | 15 | Y | No Checked-out Allowed | | | | No Checked-out Allowed | | | | | | | | |
| | Prospective graduate students | Barcode | 20 | | 30 | 3 | 10 | | | | | | | | | | | | | | | |
| | Visiting Students | Visiting Student Card | | | | | | | | | | | | | | | | | | | | |
| | Prospective students | NCU Library Barcode | | | | | | | | | | | | | | | | | | | | |
| | Department's Employee | | | | | | | | | | | | | | | | | | | | | |
| | Laboratory's High School Users from III | | | | | | | | | | | | | | | | | | | | | |
| Credit Course Students | | | | | | | | | | | | | | | | | | | | | | |
| 6 | UST Faculty/Staff/Students | Visiting Reader's Library Card | | Y | 10 | 30 | 1 | 5 | | | | | | No Checked-out Allowed | | | | | | | | |
| 7 | Family Dependants (A) | Library Card | | | 5 | 30 | 1 | 3 | Y | 5 | 5 | 1 | | | | | | | | | | |
| 8 | Family Dependants (B) | Library Card | | | 20 | 30 | 1 | 10 | | No Checked-out Allowed | | | | | | | | | | | | |
| 9 | Retired employee | NCU Alumni Card | | | 10 | | | | | | | | | | | | | 5 | | | | |
| | NCU volunteers | | Library Card | | | | | | | | | | | | | | | | | | | |
| 10 | Consortium of Interlibrary Cooperation (Taoyuan Northern Sanzu) | ILL Card | | N | 5 | 30 | No renewal Allowed | No reserve Allowed | | | | | | | | | | N | No Checked-out Allowed | | | |
| | Exchange Library Card (30) | Library Card | | | | 5 | 21 | | | | | | | | | | | | | | | |
| | Exchange Library Card (21) | Library Card | | | | | | | | | | | | | | | | | | | | |
| 11 | Friends of NCU | Library Card | | | 5 | 14 | 1 | 3 | Y | | | | | | | | | | | | | |
| 12 | Friends of NCU Library | Library Card | | | | | | | | | | | | | | | | | | | | |
| 13 | 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 | 1) NCU CLHS staff obtains the library borrowing privilege by applying on his/her behalf to the NCU CLSH Personnel Office. 2) NCU CLHS students present both NCU CLHS Library ILL card and NCU CLHS student ID card , may borrow books. | | | | | | | | | | | | | | | | |
| 5 | 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. | | | | | | | | | | | | | | | | |
| 6 | Patrons from the University System of Taiwan may use their own Library Cards to check out books from NCU library. | | | | | | | | | | | | | | | | |
| 7 | 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. | | | | | | | | | | | | | | | | |
| 8 | 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. | | | | | | | | | | | | | | | | |
| 9 | 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. | | | | | | | | | | | | | | | | |
| 10 | Borrowing privileges, number of cards and reader's qualification for using the card are listed in the Agreement. | | | | | | | | | | | | | | | | |
| 11 | 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". | | | | | | | | | | | | | | | | |
| 12 | 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. | | | | | | | | | | | | | | | | |
| 13 | 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. | | | | | | | | | | | | | | | | |