

Wenzao Ursuline University of Languages Library

Borrowing Policies for Contract Instructors and Non-Degree Students

Conditions of Short-Term Borrowing Privileges (Eligibility)

The following patrons are entitled to Short-Term Borrowing Privileges:

1. Contract Instructors in Wenzao's Chinese Language Center, Extension Education Center, or other academic departments and programs
2. Non-degree students taking courses in Wenzao's Chinese Language Center, Extension Education Center, or other academic departments
3. Students in Pre-service English Teacher Education Program
4. Students in Short-Term Exchange Programs
5. Contract Staff of non-teaching duties in any academic or administrative departments and programs
6. Others Approved by the University President.

Short-Term Library Card Application

Patrons must apply for a library card in order to be eligible for checking out library materials. To apply for a library card, patrons must:

1. Fill in the Short-Term Borrower Registration Form (Application Form)
2. Present applicant's student or staff ID issued by Wenzao
3. Present applicant's personal ID (for verification purpose)
4. To be eligible to apply for a Short-Term Library Card, students or employees at the University must be 18 or more years of age.
5. Deposit of NT\$1,000.

Library Card Expiration

The library card expires once patrons complete their studying or teaching contract.

Patrons should claim discontinuous use of the library card in person at the Library.

The deposit will be returned in full if all checked out items are returned to the library and no overdue fines or replacement fees listed in the patron's library account.

Loan Policies

Loan Period & Regulations	Material Types	Item Limit	Loan Periods	Online Renewal	Fines for Overdues
Short-Term Instructors & Students (except Student in Pre-service English Teacher Education Program)	Monographs & Accompanied CDs	5	4 Weeks	N.A.	NT\$ 5 per Day, Per Item
Student in Pre-service English Teacher Education Program	Monographs & Accompanied CDs	15	4 Weeks	Once 2 Weeks	NT\$ 5 per Day, Per Item
Multimedia	Internal Use Only in the Media Resources Area				