Content

Title：	National Central Library Reader Service Directions Ch
Date：	2015.09.17
Legislative：	March 21, 1983 : The NCL 10th General Affairs Meeting passed the “NCL Borrowing & Reading procedures” July 11, 1983 : The NCL 24th General Affairs Meting passed the “NCL Readers’ Application for photocopies of materials procedures” September 15, 1986 : The NCL 24th General Affairs Meeting passed the “NCL Library Card application procedures” ; the “NCL Reading Rooms procedures” ; the “NCL borrowing and reading of books and materials procedures” September 24, 1986 : The NCL 25th General Affairs Meeting passed the “NCL photocopying of library materials interim procedures” November 2, 1988 : The NCL 21st General Affairs Meeting revised and passed the “NCL Library Card application procedures” April 19, 1999 : the NCL 5th General Affairs Meeting passed the merging of the 1st to 6th procedures May 17, 1999 : The NCL 7th General Affairs Meeting revised and approved November 20, 2000 : The NCL 19th General Affairs Meeting revised and approved April 9, 2001: The NCL 6th General Affairs Meeting revised and approved November 19, 2001 : The NCL 18th General Affairs Meeting revised and passed Revised pursuant to Official Correspondence Tai-Tu-Yue-Tzu No.0960001403C dated May 10, 2007 promulgated the name and the whole text containing 33 items: effective today Revised pursuant to Official Correspondence Tai -Tu-Yue-Tzu No. 1000002898B dated August 31, 2011 promulgated the partial clause which takes effect from the July 1, 2011. Revised pursuant to Official Correspondence Guo -Tu-Shi-Tzu No. 10401002092 dated September 17, 2015 promulgated the partial clause which takes effect from the September 17, 2015.
Content：	**Chapter 1 General Principles** 1. The National Central Library (hereinafter referred to as the Library) in accordance with Article 8 of the Library Law formulates the Directions. 2. The primary responsibility of the Library is to archive national publications and preserve cultural assets. Its paper-based collections may only be read within the library facility and may not be taken out of its premises. 3. Except otherwise provided, all readers can avail of the Library’s reader service equipment, facilities and library collections. To protect the rights and benefits of physically/mentally impaired people, parking spaces, computer access seats and reading seats are specially reserved and equipped for them. **Chapter 2 Library Card Application** 4. Readers shall present library cards for entry to the reading area and for access to the library collections and

facilities.
5. Those who meet any of the following requirements may apply for a library card:
(1) Republic of China (ROC) citizens aged 16 and up.
(2) High school or vocation school students under 16, or students under 16 of equivalent academic standing.
(3) Foreign nationals aged 16 and up without an ROC ID holding legally issued passports, ROC issued identification, or identification provided by the person's consulate.
6. Applicants applying for a library card shall fill out the application form, and in accordance with Clause 1 thru 3 of Article 5 of the Directions, submit them with the following documents in person:
(1) National ID card and driver's license
(2) In addition to student's ID card, ROC students are required to present their national ID card; foreign students are required to present their passports.
(3) Passports, identification issued by the ROC government, or identification from embassies/consulates.
7. Library card applications are accepted from 9:00AM until 30 minutes before the Library is closed during scheduled working days.
8. Those who forget to bring their library card may access to library facilities and resources by applying for a temporary card with the documents enumerated in Article 6. The aforementioned temporary card shall be valid only on the day it is issued. The reader shall return the temporary card upon leaving the Library.
Application for temporary library card is limited to three times per person.
9. In the event the library card is lost, the reader shall file an application for replacement and pay the processing fee in accordance with the provisions set forth in Articles 7 and 8 of the Directions.

Chapter 3 Reader's Access to Library Materials

10. To facilitate readers' access to the library collections, the Library may establish various reading rooms, of which the opening hours and library collections access time shall be announced separately.
11. The Library establishes research carrels for readers to access library collections and conduct academic studies. Regulations of the research carrels shall be formulated separately.
With the library card, the reader must fill out the

application form and submit the abstract of the research proposal. Once approved, it is valid for 2 months.
12. Readers may retrieve any of the library collections from the shelves of each reading room for reading. Readers desiring to carry the material out of the reading room need to follow the registration procedures.
13. The reading room of the Library may be closed temporarily for inventory, cleaning or other needed maintenance management work.
14. Readers may not carry their knapsacks, handbags, food or drinks into the Library. However, knapsacks and handbags that meet the following requirements may be carried into the Library pursuant to the approval of the Library:
(1) Computer handbag (with the computer inside): No greater than 42cm x 32cm x 10cm in size.
(2) Other knapsacks and handbags: No greater than 30cm x 21cm x 10cm in size.
Readers entering and leaving the Library shall voluntarily show the objects they are carrying for inspection purposes.
The Library has lockers available for readers to store personal properties temporarily. Regulations on use of the locker shall be formulated separately.
Readers are responsible for the safekeeping of their personal belongings. The Library will not be responsible for any loss.
15. Readers may not bring any books into the library except the study room.
The reader’s personal books must first be approved and registered by the library before they can be brought into the library.
16. Readers shall enter the library with neat and clean clothing and appearance and keep silence in the library. Mobile phones, computer and related devices must be put in silent mode. The following regulations must be observed:
a) No photo-taking.
b) No smoking, eating, drinking, making loud noises, uproars, loud talking/laughing, and other unbecoming behaviors that disturb other readers.

Chapter 4 Reference Services

17. To help readers locate library collections and access library resources, each reading room in the Library provides reference services through various mediums, including oral, written, phone, email, and the internet.
18. (Deleted)

19. The Library offers guided group tour services, library collection access guidance and other services. Application must be made first to avail of these services.
20. In accordance with provisions pertinent to interlibrary cooperation in loaning and duplication of library books, the Library provides relevant services.

Chapter 5 Request of Library Materials

21. Readers may use online public access cataloge to browse library's collection. They may request items by filling out a request slip online or manually and use the library card to pick up their materials.
Readers may also reserve items online and pick them up within the designated timeframe.
Those under 18 years of age are not allowed to access R-rated materials. They must be accompanied by a legal guardian to access material designated as PG (parental guidance).
22. Regulations on request of library materials:
(1) Books and attachments: Each person is limited to three volumes（pieces） at a time.
(2) Periodicals and newspapers: Each person is limited to three kinds (up to five volumes each) at a time.
(3) Audio/video materials and disks: Each person is limited to two items at a time.
(4) Microform materials: Each person is limited to five microfilms or twenty microfiches at a time.
(5) e-book readers and devices: Each person is limited to one device at a time.
23. Library collections must be read inside the library from which they are requested. The requested library collections must be returned before leaving the library.
24. Readers for the purpose of personal studies may, in accordance with the provisions of the Copyright Act, copy library material using devices provided by the library. The cost of photocopies shall be paid by the reader.
The previous provision does not apply to the following materials:
(1) Rare books and documents.
(2) Limited Access collections.
(3) Unpublished manuscripts.
(4) Library material where the paper or binding is fragile or obviously damaged.
(5) Audio-video materials.
(6) Digital material that does not permit reproducing .

In the event there are additional provisions, the additional provisions shall also be complied with.
25. Regulations concerning the rare books room shall be formulated separately.

Chapter 6 Violations

26. Readers who violates the Directions and refuses to comply with the admonitions from Library staff, or who interferes with public nuisance, proper customs or public duties, the body and properties of others and other major violations, the Library may, in accordance with the severity of the violation, ask the local police authorities to be involved according to the Social Order Maintenance Act. The Library may, according to the situation, ask the reader to leave the library premises and suspend his/her library privilege for three to twelve months.
27. In accordance with requirements of the Law on the Communicable Disease Control Act, readers who have a legally-defined epidemic disease may not enter the Library.
28. Readers may not apply for a second library card or allow others to use their library cards. Readers who use the library card of others when verified will be suspended of their library privileges for one year.
29. Readers are expected to take good care of Library collections. In the event theft, damage, loss, vandalizing, or contamination, library privileges will be suspended for one year and one of the following actions taken, depending on the nature of the violation:
(1) The Library contacts local police authorities.
(2) The reader compensates the Library with a copy of the exact version of the material. If it cannot be replace, a fine with be imposed based on the following criteria:
a. For items with a demarcated “sale price,” the fine shall be twice that amount.
b. For items with a demarcated “basic sale price,” the fine shall be 50 times that amount.
c. For items with no price shown, the following rules will be consulted:
i Chinese books under 100 pages will be compensated at a price of NT$500. For books over 100 pages, the rate will be NT$5 per page.
ii Foreign-language books under 100 pages will be compensated at a price of NT$1000. For books over 100 pages, the rate will be NT$10 per page.
iii Audio material published in Taiwan will be compensated at

a price of
NT$1000, visual material at a price of NT$3500.
ⅳAudio material published outside Taiwan will be compensated at a price of NT$5000.
For lost attaching material, the price will be double the cost of the book .
Parents or legal guardians will be notified if the reader is under the age of 18.
30. (Deleted)

Chapter 7 Supplementary Provisions

31. Readers who require the assistance of others for normal daily activities must be accompanied and attended to when visiting the Library. Those accompanying such persons must meet the entrance requirements for the Library.
32. Readers may not move the warning sign of the Library or enter the warning zone (cleaning or construction area) without authorization. Readers who slip or fall because of failure to comply with this requirement shall be responsible for the consequence and may not demand damages from the Library or the vendor.
33. The Directions shall be implemented after being approved by the administrative meeting of the Library.

Data Source： Laws and Regulations Retrieving System