

# Kainan University Library Regulations on Overdue Fines and Damages for Borrowed Materials

Article 1: These regulations are hereby established by the Library and Information Services of Kainan University (referred to as ""the University"") to handle overdue fines and damages for borrowed materials from the university library (referred to as ""the Library"").

Article 2: For materials that are borrowed and not returned on time, a fine of NT\$5 per item per day will be imposed, with a maximum fine of NT\$300 per item. Borrowing privileges will be suspended from the due date until the fines are paid, and privileges will be reinstated only after returning the materials and settling the fines. If a library user receives an overdue notice from the Library after returning the materials, they must report to the Library within two weeks of receiving the notice. Failure to do so, regardless of the reason, will result in the penalties specified in the previous section.

Article 3: The person subject to fines must pay the fine immediately. If payment cannot be made on the spot, borrowing privileges will be suspended until the overdue fines are settled, at which point borrowing privileges will be reinstated.

Article 4: Readers who have not cleared their borrowed materials or unpaid fines will not be processed for withdrawal or departure procedures from the University.

Article 5: Students who have not returned overdue materials and paid overdue fines must clear the fines before registering for the next semester.

Article 6: Those who have borrowed materials from the Library and have lost, damaged, or destroyed them should compensate by purchasing the same version of the materials. The principles for handling various types of materials are as follows:

- (1) Books: Compensation should be based on the original edition, but compensation with a new edition may be sought with the Library's consent. The book must have a legitimate copyright, and hardcover editions cannot be replaced with paperback editions.
- (2) Attachments to books (e.g., magnetic disks, CD-ROMs, cassette tapes) should be compensated based on the attachments that came with the original book.

Article 7: If it is not possible to compensate for the original materials, a ""compensation fee"" may be arranged. The calculation methods are as follows:

(1) Books:

1. If the price is available, compensation will be set at 1.5 times the book's price, converted to New Taiwan Dollars.
2. If the price is unavailable, the number of pages in the book will be the basis for calculation:
  - Chinese books: NT\$3 per page.
  - Foreign-language books: NT\$5 per page.
3. If the price and page count are unavailable, the compensation is calculated as follows:
  - Chinese books: NT\$500 per item.
  - Western books: NT\$3,000 per item.
4. If it is part of a set of materials, the complete set price will be used for compensation.

(2) Compensation for attachments to books (e.g., magnetic disks, CD-ROMs, cassette tapes) will be based on the original price of the materials.

Article 8: If the original non-book materials cannot be purchased, the compensation will be calculated as follows:

- (1) If there is a listed price or imported materials, compensation will be 1.5 times the listed price.
- (2) If the materials are produced by internal university units, compensation may include material and production costs, totaling 1.5 times the production cost, as estimated by the producing unit.

Article 9: In addition to compensation for the original materials, a handling fee will be charged as follows:

- (1) For books: NT\$50 per item.
- (2) For non-book materials: NT\$100 per item.

Article 10: Compensation for lost books should be completed within the specified time frame, as follows:

- (1) For domestically published materials: Within 30 days of being reported as lost.
- (2) For internationally published materials: Within 90 days of being reported as lost.
- (3) No additional fines will be incurred during the grace period. If materials were already overdue before being reported lost or if the grace period is exceeded, overdue fines will apply.

Article 11: In the event of natural disasters such as floods, fires, earthquakes, etc., if library materials are lost, readers can be compensated at one-fifth of the rate specified in these regulations, provided they submit relevant supporting documents.

Article 12: These regulations will go into effect after approval by the administrative council and

publication following approval by the university president. Any amendments will follow the same procedure.