

# NATIONAL SUN YAT-SEN UNIVERSITY

## Library Guidelines on Usage of Audiovisual and Multimedia Materials

Approved by the Directors Meeting on March 15, 2011.

- I. In order to facilitate faculty members for use of audiovisual materials, National Sun Yat-sen University (NSYSU) Library has established the following usage guidelines based on Article 6 of NSYSU Guidelines for Access to the Library.
- II. In-library usage regulations:
  - A. Faculty members and students may use audiovisual and multimedia materials free of charge upon submitting a service card, student identification card, or faculty dependent library card.
  - B. Alumni or non-NSYSU readers must submit valid identifications and pay fees in accordance with NSYSU Library Standards for Reference Information Service Charges.
  - C. Users may register at the counter and borrow open stack materials such as tapes VHS, CD (including music and information disks), LD, VCD, and DVD. The library staff shall issue a seat number for the user and activate the seat's power source.
  - D. Certain materials are managed as closed stacks (e.g., microfilms or materials without public copyright). Users may use the library's Online Public Access Catalogue (OPAC) or catalogue for searches and make inquiries to library staff at the counter to retrieve the materials wanted.
  - E. To ensure information sharing and to maintain the rights of all users, each user has a three-hour limit to a material. No more than two pieces may be borrowed at a time. Extensions are applicable if the material requires more than three hours to process. Users who are absent for more than 15 minutes are regarded as forfeiting their rights to view the materials, which the staff may allow other users to access.
  - F. Without the library's approval, the use of self-owned audiovisual and multimedia materials or equipment is prohibited.
- III. Usage regulations beyond the library:
  - A. NSYSU's full-time faculty members may borrow various multimedia materials for teaching and research purposes. A maximum of five pieces may be borrowed for five days at a time (weekends and public holidays are not included). The number of borrowed pieces is included in the library's regulation that "each faculty member may borrow a maximum of 50 copies," however extensions and reservations are not applicable.
  - B. Please comply with relevant regulations on intellectual property rights when borrowing audiovisual materials. If violations occur, users are solely responsible for all legal responsibilities.
- IV. Penalties
  - A. Compensations for late returns, losses, or damages of borrowed audiovisual and multimedia materials are regulated based on NSYSU Guidelines for Access to the

Library.

- B. Prior to using materials in the library, please refer to equipment operation manuals or make usage inquiries to the staff. Compensations are required if damages or losses occur.
  - C. Prior to using audiovisual and multimedia materials, please examine whether the materials have scratches or damage. Please notify the staff of any damage. If damage is found after the materials are returned, the last user is held responsibility.
- V. The present guidelines shall be implemented following approvals of directors meetings of the Office of Library and Information. The same procedure shall be carried out when amendments are to be made.