

【Foreign Language Teaching & Recourse Center Circulation Services】

1. Borrowing

- (1) NTU faculty can use a university ID card to borrow books from the FLTC library during service time (Monday-Friday 9:30-17:00). Retired faculty are to present a valid library card issued by the main library before checking out items.
- (2) Borrowing Privileges: Teaching staff can borrow up to 20 items from the FLTC library. The number of borrowed items from the FLTC library will be counted together with the borrowed items from the main library on personal borrow record (current maximum number is 100 items).
- (3) Reference books, periodicals, test preparation books, and items that are put on reserve by a teacher are to be used in the library only.
- (4) In the situation where a student wishes to check out an item for the teacher, both the teacher's and the student's ID cards, along with a "delegation" form with the teacher's signature on it, have to be presented to the library circulation desk. The FLTC library does not use a standard delegation form, yet a signature of the teacher on the form is required.

2. Returning

Items borrowed from the FLTC library MUST be returned to the FLTC library, not to the main library. .

3. Renewing

- (1) Renewal of the books can be done online on "My Library" at the website of the main library THREE times. If an item is to be renewed for a fourth time, please come in person or call our library. The number at the circulation desk of the FLTC library is (02) 33662899 ex. 56.
- (2) The renewal of an item will not be granted if the item is requested by someone else.

4. Overdue items

- (1) Please return all checked out items on or before the due dates. No further borrowing is allowed if an overdue item is not cleared or renewed.
- (2) No monetary fines are charged for overdue items at the FLTC library, but users with overdue items on their borrowing record cannot check out any more books in the main library.

5. Lost items

Compensation for any lost items will be handled according to the rules of the main library at NTU.