



ALHAMBRA MEDICAL UNIVERSITY LIBRARY POLICY

1. **ALHAMBRA MEDICAL UNIVERSITY** issues an ID card (AMUSIC) to all students. This ID card serves as each student's library card and must be kept current. All borrowers who want to check out books or other items from the library should show their ID.

2. **Check out**

- ✚ 4 books per time
- ✚ 2 magazines per time, in-library read **ONLY**
- ✚ 1 media product per time

3. **Circulation time**

- ✚ **Books: Student-2 weeks; Faculty-2 months**
- ✚ **Magazines: need to be returned when leaving the library**
- ✚ **Media product(s): 1 week**

4. **Renewal**

- ✚ **Books : 3 times**
- ✚ **Media product(s): no renewal**

(The renewal option may be denied in the event that another borrower has submitted a request for the book and/or materials.)

5. **Overdue Fine: 20 cent per item per day.**

(If any checkouts are overdue, a notice will be sent to the borrower. If there is no response, the notice will be sent to the administration office.)

6. **Lost/Damage : Full price + Handling Fee**

- ✚ Hardback book \$35
- ✚ Paperback book \$10
- ✚ Media products \$10



AMU 圖書館借閱須知

1. 仁愛醫科大學 將為學生準備學生 ID 卡。此卡將視為圖書卡，在借閱圖書、雜誌或其他圖書館內物品時需出示并登記卡號。(

2. 出借須知

- ✚ 圖書每次 4 本
- ✚ 雜誌每次 2 本，但只限在館內閱讀
- ✚ 音像制品每次 1 盘/盒

3. 流通時間

- ✚ 圖書：學生-兩周;教師-兩月
- ✚ 雜誌：在離開圖書館時需歸還
- ✚ 音像制品：一周

4. 續借須知：圖書可續借三次，音像制品无续借

(如果所借圖書已有其他借閱者預定，則暫不能在續借)

5. 圖書及音像制品超期罰金：每本/盒/盘每天 20 cent

(圖書館將給相關借閱者發出通知。如果再沒有及時歸還，相應的罰金單將會送至注冊辦公室)

6. 圖書、音像制品遺失及損毀賠償：圖書、音像制品原價+相關費用

- ✚ 精裝書相關費用 \$35
- ✚ 普通書相關費用 \$10
- ✚ 音像制品相關費用\$10