

Department of Educational Psychology and Counseling

Library Rules and Regulations

1. Opening Hours
 - Monday to Friday: 8:00-12:00; 13:30-16:50
 - Monday to Wednesday: 18:00-21:30
 - Closed on Saturday, Sunday, and public holidays

2. Rules for Circulation Services
 - (1) In principle, all Department of Educational Psychology and Counseling Library collections are accessible to faculty, staff, and students of National Taiwan Normal University.
The collections are for reference only.
 - (2) Reference Materials in Chinese and Western Languages (Scholarly journals, journals, Studies, Tests in Print, dictionaries, etc.) cannot be borrowed and can only be accessed in the library.
 - (3) Book collections, video collections, etc., only faculty, staff, and students of the Department of Educational Psychology and Counseling can borrow. Others can read them only in the library.
 - A. For provisions on borrowing books: each person can check out up to 5 books. The loan period is three weeks and can be renewed once if it is not overdue.
 - B. Audio-Visual materials: teachers can check out up to 3 materials, and the loan period is three weeks; students can watch them in the department and return them before the library closes.
 - C. Test software: can be installed and accessed on the computers in the library, cannot be borrowed.
 - D. Thesis, Dissertation: can be borrowed and copied in opening hours, three volumes each time, returned in 30 minutes.

3. Other supplies: regulation
 - (1) Computer: Use the tests provided by this library, the test display room, and search software only. You cannot use it for writing personal research reports and editing.
 - (2) Paper cup: For teachers using only
 - (3) Telephone: For official using only
 - (4) Borrowing book collections and using supplies need to use with consent.

4. Lending Procedures: pledge and punishment
 - (1) The borrowing procedure must show the ID, fill out the form, and pledge.
 - (2) Pledge regulations:
 - A. Must have a clear picture on the ID.
 - B. The total price of the borrowed items is less than 10,000 NT dollars, and the deposit is more than 100 NT dollars(NO change), refunded after deducting fines.
 - (3) Violating the Rules for Circulation Services, stopping borrowing privileges for three months; for each day over the borrowing period, a cumulative fine of ten NT

dollars will be imposed. Before paying the fine, you cannot borrow other supplies from the department, and the school leaving program cannot be certified.

5. The fine is settled monthly and used by the EPC Student Association as a subsidy activity. In addition, both parties must keep an income and expenditure account for two years.
6. Those who cannot comply with the Department of Educational Psychology and Counseling Library Rules and Regulations due to special needs must submit a written petition to the department chair for approval.
7. The regulations, and any amendments to them, shall be implemented upon the approval of the Department council.