

Fu Jen Catholic University Library Entry Guidelines

Revised on June 14, 2006, at the 4th Library Committee Meeting of the 2005 Academic Year

Revised on October 26, 2009, at the 3rd Library Committee Meeting of the 2009 Academic Year

Revised on January 18, 2024, at the 2nd Library Committee Meeting of the 2023 Academic Year

Revised on June 26, 2025, at the 2nd Library Committee Meeting of the 2024 Academic Year

Revised on August 31, 2026, at the 1st Library Committee Meeting of the 2026 Academic Year

1. These guidelines are established by Fu Jen Catholic University Library to serve visiting users and to maintain a proper academic and research environment within the Library.
2. All current faculty, staff, and students of the University, as well as external visitors, may enter the Library and consult its collections in accordance with these guidelines. Users must present a valid Library Access Card or other approved form of identification upon entry.
3. External visitors must present a valid form of identification, such as a National ID card, National Health Insurance (NHI) card, or driver's license, at the Library's circulation desk to receive a temporary access pass. The original ID will be returned when the visitor leaves. Visitors who do not present valid identification may be denied entry. A replacement fee of NT\$100 will be charged for a lost temporary pass.

To verify visitor identity, maintain the security of Library facilities, and support Library operations, the Library must collect, process, and use the personal data of external visitors. When exchanging an ID for a temporary access pass, visitors must read and sign the Fu Jen Catholic University Library Personal Data Collection Notice and Consent Form for External Visitors. Visitors who do not agree to provide the required information or who refuse identity verification may be denied entry.

External visitors must return their temporary pass and leave the Library no later than one hour before closing. Library materials are available for on-site use by external visitors but may not be checked out.

4. Children under the age of 12 must be accompanied by an adult at all times while inside the Library.
5. Library resources and facilities are prioritized for use by Fu Jen faculty, staff, and students.

6. General library books are available for open-shelf access. Users are expected to browse materials independently and return them to the designated area after use.
7. Reference books, journals, newspapers, and other special library materials are for in-library use only and may not be taken outside the Library. Users who wish to photocopy such materials must comply with all applicable copyright laws and shall bear full legal responsibility for any violations.
8. Users must handle all Library materials, equipment, and facilities with care. Acts of defacement, damage, or unauthorized removal are strictly prohibited. Any such violations, once discovered by the Library, will be dealt with in accordance with relevant regulations, depending on the severity of the offense.
9. Users are expected to dress appropriately and maintain proper conduct when entering the Library. Users must maintain silence at all times and ensure cleanliness within the Library. Eating, drinking, and smoking are strictly prohibited. Mobile phones should be set to vibration mode or redirected to voicemail.
10. In the event of a power outage or other emergency, users may be required to present their belongings for inspection when exiting the Library.
11. Users are not permitted to bring prohibited items, food, or beverages into the Library. The Library reserves the right to inspect personal belongings if deemed necessary. Personal items and books left unattended are the sole responsibility of the user and may not be used to reserve seats.
12. Visitors must follow all Library rules while inside the building. Anyone who violates these rules may be asked to leave, and serious cases may be referred to the appropriate University authority.

External visitors will be permanently barred from entering the Library if they meet any of the following conditions:

1. Two violations of Article 3, Paragraph 3.
 2. Any behavior that threatens Library safety, campus safety, or involves other serious misconduct.
13. These guidelines shall take effect upon approval by the Library Committee and shall be promulgated accordingly. The same procedure applies to any future amendments.