

## Appendix D-8 List of Management System Documents for the Library of Hunan City University

order number	filename	The following day	class
1	Hunan City College Electronic Reading Room Management System	20 18.9	Library management
2	Hunan City College Readers Guide	2021.10	Library management
3	Hunan City College postgraduate study room management regulations	2018.6	Library management
4	Security system of Hunan City University Library	2022.1	Library management
5	Hunan City College Library borrowing system	2022.1	Library management
6	Hunan City College Library fire safety system	2017.3	Library management
7	Asset management system of Hunan City University Library	2017.3	Library management
8	Rules for handling the loss, damage and theft of books in Hunan City College	2022.1	Library management

# Electronic reading room management system

The electronic reading room is a public place for teachers and students to read e-books and surf the Internet. In order to improve the management and ensure the normal operation of the room, this management system is specially formulated.

1. The reader can recharge and transfer money to the machine with his/her campus card.
2. Keep the room quiet, one person one machine, no noise, no talking, no singing or reading. Please turn off your mobile phone or switch it to vibration mode. No mobile phone calls or answers are allowed in the reading room.
3. Readers should pay attention to their appearance, dress neatly and behave in a civilized manner; smoking, spitting on the ground and littering are prohibited; food, water, drinks, chewing gum, rain gear and other items are not allowed to be brought into the room; sleeping in the room is not allowed; valuable items should be properly kept.
4. It is strictly prohibited to install and copy game programs, and other electrical appliances cannot be used. Violators will be dealt with according to relevant regulations.
5. Take care of the facilities and audio-visual materials in the electronic reading room. If there is any intentional damage, compensation or fine will be imposed according to the original price.
6. When the computer fails, the staff should be contacted in time to deal with it. Readers shall not deal with it without authorization.
7. Strictly prohibit altering computer system configurations and files do not arbitrarily plug or unplug network cables power cords and other connection wires. Prohibit modifying the original parameters of the hard disk protection card by any means prohibit arbitrarily moving or disassembling the case. To prevent virus intrusions strictly prohibit installing software arbitrarily and strictly prohibit using non-library-

provided CDs without authorization.

8. The library shall not be liable for any legal disputes arising from the sending and receiving of E-mail or trade activities on the Internet.

9. Please voluntarily comply with the "Regulations on the Security Protection of Computer Information Systems of the Peoples Republic of China," the "Measures for the Protection of Computer Information Network Security," and the "Provisional Regulations on the Administration of International Networking of Computer Information Networks of the Peoples Republic of China," as well as other relevant national laws and regulations and school rules. Do not view or disseminate any content online that undermines national dignity or damages the reputation of the school, harms others interests, or involves pornographic and obscene content.

10. Follow the advice and guidance of the staff, and deal with all violations of laws and regulations in accordance with relevant regulations.

The right of interpretation of the system belongs to the library and shall be implemented from the date of promulgation.

Hunan City College Library

September 2018

## Hunan City College Readers Guide

1. Please swipe your campus card when entering the museum. Non-staff members must register before they can enter the museum.

2. Please dress properly when entering the museum and inside the museum. No slippers or high heels with sound are allowed to enter the museum.

3. Keep quiet, no loud phone calls, noise and quarrel.

4. Food (including snacks, etc.) is prohibited to be brought into the museum, and no dining is allowed in the museum.

5. Pay attention to hygiene, keep the table clean, do not throw rubbish randomly, wash the toilet in time.

6. Fire protection areas, no fire or electricity in the museum, no illegal use of electrical appliances, no private connection of power sockets; pay attention to safety, do not climb

platforms or stay on them at will.

7. Except for the seats assigned to the students in the self-study room for postgraduate entrance examination, no one is allowed to occupy the seats for any reason.

8. Take good care of public goods, do not move the accompanying reading tables and chairs, move the activity seats used individually, please return to the original position when leaving; keep the wall clean, do not paint or draw randomly, do not pollute or destroy at will.

9. Do not place books and journals that have been flipped through in an arbitrary manner. Place them in their original position or on the workbench.

10. When leaving the office, please tidy up the desk in the self-study room for postgraduate entrance examination, and take away your private books and articles or store them in the storage cabinet in the public reading area, otherwise they will be collected and kept by the university; please keep valuables well.

Hunan City College Library

October 2021

# **Regulations on the management of self-study rooms for postgraduate entrance examination**

The Postgraduate Entrance Examination Study Room is a relatively stable area for reading and studying that the library has specially created to meet the needs of postgraduate candidates. To ensure the normal learning order in the study room, create and maintain a good learning environment, and improve learning efficiency and quality, all readers are kindly requested to abide by the following management regulations:

1. The postgraduate entrance examination self-study room is designated for students preparing for the exam; non-exam candidates are advised to use other reading rooms in the library for self-study. Students preparing for the exam should sit at designated seats, which are relatively fixed, and must not occupy seats arbitrarily (including for themselves or their classmates) or switch seats (using non-personal seats). The library operates on a real-name registration system and conducts patrols. Please cooperate by showing your ID card and other relevant documents during staff inspections.
2. The self-study room for postgraduate entrance examination is located in two rooms on the south side of the third floor and one room at the eastern end of the second floor of the library. The seats are very limited. If a student fails to attend the designated area for study without reason for three consecutive days (including three days) or more within a week, the library will revoke their real-name usage qualification after verification based on relevant records and change it to another student's name. Special circumstances must be approved by the Library Circulation and Reader Services Department. If an extension is required due to personal leave or illness, the student must go to the secondary college to process the leave application, which must be signed and stamped by the college before being handed over to the duty teacher on the third floor of the library.
3. The self-study room is open to all students preparing for the postgraduate entrance

examination. Students who affect others study, do not abide by the library rules and make unreasonable disturbances will be disqualified from studying in the self-study room.

4. The study room (inside and outside) should be kept quiet. When entering the study room, please turn your mobile phone to silent mode, and do not make noise or make phone calls in the study room.

5. Keep the study room clean and no eating is allowed in the study room. Please take responsibility for the cleanliness of your area, keep the corridors and study rooms clean and tidy, and when you leave, please put the desks and chairs in place and clean up the table items and garbage.

6. It is strictly prohibited to bring illegal electrical appliances into the self-study room for postgraduate entrance examination, and it is even more prohibited to use illegal electrical appliances in the self-study room. For the sake of students life safety, please abide by the rules consciously. Once found, illegal electrical appliances will be confiscated immediately, and students who violate the rules will be disqualified from studying in the self-study room for postgraduate entrance examination.

7. The staff of the library and student librarians of the Student Union will inspect the conditions of the self-study room for postgraduate entrance examination from time to time, collect the books and magazines in the library, and deal with and solve existing problems.

8. Readers should keep their personal items such as books and backpacks, check them and take them away when they leave to avoid the loss of books and personal items.

9. Please close the doors and windows, turn off the lights and save electricity when leaving the study room at the end of each day to facilitate the daily management of the staff. Take good care of the public items such as tables, chairs, light bulbs and switches in the study room. If there is any damage, you will have to pay compensation according to the price. Without approval, you are not allowed to move any objects in the study room at will.

10. Open time: 8:00-22:00 from Monday to Sunday (closed time is determined

according to the schools arrangement). The real-name system for using the self-study room will be cancelled one month before the final exam of each semester to facilitate students fair use of the library and good preparation for the final exam.

The self-study room for postgraduate entrance examination is equipped with monitoring equipment. Please abide by the relevant regulations and regulate your behavior.

The library shall have the right to interpret these regulations, which shall come into force as of the date of promulgation.

Hunan City College Library

June 1, 2018

# Library security system

The books, documents, and computer equipment stored in the library are state property and valuable cultural resources and wealth of the college. These properties are flammable and moisture-sensitive. To ensure fire prevention, water protection, and theft prevention in the library, this system is specially formulated:

1. Smoking is not allowed in the library. The book repository and reading room shall be supervised by the head of the department and the managers of the repository and reading room: the public parts (lobby, corridor, etc.) shall be supervised by all library staff. If smoking is found, it shall be stopped on the spot.
2. It is prohibited to burn waste paper and other debris in the library, and it is not allowed to carry flammable and explosive materials into the library. The security guards should conduct a careful inspection. Those who fail to conduct an inspection and cause a fire resulting in serious consequences shall be held responsible and dismissed.
3. Implement the responsibility system for rooms (groups). Staff members of departments offices, libraries, reading rooms, and computer rooms must conduct safety inspections of their respective areas after starting work each day, identify any deficiencies, and immediately address any potential safety hazards. Before leaving work, they must turn off taps, disconnect power switches, and ensure doors and windows are securely closed. Department heads should frequently inspect and supervise these areas. If accidents such as electrical, water, or theft occur due to failure to comply with safety regulations, the responsible individuals and department heads will be held accountable, and economic penalties will be imposed based on the severity of the situation. In cases of serious consequences, penalties will be enforced according to the relevant regulations of Hunan City University.
4. The gatekeeper must strictly enforce the registration system for all visitors, otherwise they are not allowed to enter the premises. The gatekeeper on duty must conduct a safety inspection of the entire facility after each shift change and after evening study sessions for students, addressing any issues (such as unpowered electrical appliances, unturned taps, or doors and windows left open) and reporting them to the director of



the library.

5. The night guard shall patrol the key parts of the library and report any problems to the on-duty guard of the security department. If any accidents such as theft, fire or flood occur due to negligence in patrol, the person concerned shall be held responsible and may be dismissed.

6. Fire fighting equipment should be kept in good condition and placed in conspicuous and convenient places so that it can be obtained and used in case of accidents.

# **Library borrowing system**

1. When borrowing books, readers must show their own card, consciously abide by the library rules and regulations, and pay attention to civility and politeness.
2. Each student borrows 15 books and each staff member borrows 20 books.
3. Continuous borrowing period for books: students for 60 days, staff for 90 days. Those who fail to return books beyond the due date must voluntarily pay the overdue fees automatically accumulated by the computer; otherwise, they cannot continue borrowing books. The overdue fees are calculated at a rate of 0.2 yuan per book per day. For those who borrow books due to official business or internships and cannot return them on time, a certificate must be issued by the unit, and the books must be returned within five days after returning to school. After verification and approval by the library leadership, such cases may not be considered overdue. During winter and summer vacations, overdue books can be returned within one week of the start of the semester without being considered overdue (i.e., books overdue during winter or summer vacations must be returned within one week of the start of the semester to avoid being considered overdue). Books that are overdue before the start of winter or summer vacations will automatically become overdue during the vacation period.
4. Newspaper and journal bound books, as well as rare books, fine books and ancient books cannot be lent out, but can only be read in the room. If it is really necessary for teaching and research, they can be lent out with the approval of the library leaders.
5. Barcode is the identification of books when microcomputer borrowing, which should be protected. If damaged, compensation shall be paid according to regulations.
6. Readers shall take good care of the borrowed books, and shall compensate according to relevant regulations if they are lost, damaged or marked.

# Library fire safety system

These regulations are formulated in accordance with the requirements of fire safety and security of the library.

1. All staff members of the library should be vigilant to prevent fire, water and theft, and prevent damage to ensure the safety of the library building, equipment and books.

The floor responsibility system should be implemented.

2. No fire is allowed in the library, and smoking is strictly prohibited in the book repository, public reading area and leisure area.

3. High power electrical appliances are not allowed to be used in the library.

4. Charging devices and electrical appliances such as power strips and hand warmers are prohibited in public reading areas and student study areas.

5. It is forbidden to burn waste paper and other debris in the library, and it is not allowed to carry flammable and explosive materials into the library. The gatekeeper should carefully patrol.

6. Staff should master fire safety knowledge, learn to use fire equipment, and place fire equipment in fixed positions.

7. Staff must conduct safety inspection of the room after going to work every day, and immediately eliminate any hidden dangers of accidents. Before leaving work, they should turn off the tap, cut off the power switch and close the doors and Windows. Each minister should conduct regular inspection and supervision.

8. The night guard should patrol the key parts of the library and report any problems to the on-duty guard of the security department in time.

9. The gatekeeper must strictly enforce the registration system for visitors, otherwise they are not allowed to enter the premises. The gatekeeper must conduct a safety inspection of the entire facility after each shift change, as well as after students have finished their evening study sessions, and must address any issues (such as unpowered electrical appliances, unturned taps, or doors and windows) and report them to the deputy director responsible for security.

Library staff and readers must comply with the above regulations. In case of accidents such as fires, electrical hazards, water incidents, and thefts that occur due to failure to follow safety precautions, the responsible individuals and department heads will be held accountable, and economic penalties will be imposed according to the severity of the situation. In cases where serious consequences are caused, the relevant regulations of Hunan City University and national laws and regulations will be enforced.

Hunan City College Library

March 1, 2017

# Library asset management system

Article 1 In order to strengthen library asset management, ensure the safety and integrity of assets, and guarantee the normal operation of teaching, scientific research and management work, this management system is formulated in accordance with the spirit of Hunan City University Asset Management Regulations (Xiangchengyuanfa [2013] No.109) and the actual situation of the library.

Article 2 The scope of assets referred to in this system includes buildings, books, periodicals, machinery and equipment, all kinds of furniture, non-expendable office supplies and other public facilities.

Article 3 The management and use of assets shall follow the principles of "unified leadership, division of responsibilities, multi-level supervision, hierarchical accountability, reasonable allocation, integration of management and utilization, maximizing the use of resources, and assigning responsibility to individuals." The library shall designate a leader in charge of asset management and an asset administrator, who must be registered with the Asset Management Department.

Article 4 Daily management of library assets

The asset administrator is responsible for the daily management of assets to ensure that the physical accounts are consistent.

1. System Entry. The asset administrator logs into the schools asset management system based on the procurement contract or procurement records, acceptance reports, and physical assets to enter asset information and submit the fixed asset acceptance form online to the relevant management department. The asset information entered must be true, accurate, standardized, and complete, and the departmental asset administrator is fully responsible for the entered asset data.

2. Print the Fixed Asset Acceptance Form and Barcode. The Fixed Asset Acceptance Form consists of 4 copies, which are signed by the user, departmental asset administrator, and departmental asset supervisor. The user department retains the departmental copy for archiving, while the other 3 copies are signed by the designated administrator of the Asset Department and stamped with the schools material

acceptance special seal on the financial copy, retaining the designated departmental copy.

3. Paste barcodes. Paste the barcodes printed by the department in time on the physical objects to ensure that the items and accounts correspond one to one.

4. Asset Item Changes. When the user unit, user, storage location, current status, or usage direction of assets changes, the departments asset administrator should immediately update the changes in the asset management system and submit them to the Asset Department for review. After the departments review is approved, the asset item change is completed. Asset item changes must strictly follow the relevant school regulations and be documented for record-keeping.

5. Asset Utilization. All assets of the school are managed through a computer network system with individual responsibility assigned to each user. Users are primarily responsible for the utilization, maintenance, upkeep, safety, and theft prevention of assets. It is essential to ensure that asset data is standardized, complete, and accurate, that accounts, cards, and physical assets correspond, and that the environment is clean, while also implementing measures to prevent moisture, rust, explosion, fire, and theft.

6. Borrowing of assets. The unit implements an internal borrowing registration system for fixed assets due to official purposes. With the approval of the leader in charge of assets, the asset administrator shall file and carefully fill in the "Borrowing Registration Form of Fixed Assets of the Library". The borrowed assets must be returned upon expiration and shall not be used for private purposes.

7. Asset maintenance. Regular maintenance and repair of fixed assets of this unit shall be carried out. The asset maintenance shall be carried out according to the registration system, carefully fill in the "Library Facilities Inspection Form", and report the repair in time and accept it in time.

Hunan City College Library

March 2017

# **Regulations on the handling of lost, damaged or stolen books**

Rules for handling lost, dirty and stolen books If the borrowed books and periodicals are lost, painted, dirty or torn pages, they shall be compensated according to the same new books. If it is impossible to buy the same new books, compensation shall be paid at 3-20 times of the original price according to the situation. The specific rules are as follows:

1. General compensation for Chinese and foreign books shall be made according to the publication date:

Books published before 1975 will be compensated at 20 times the original price;

Books published between 1976 and 1989 will be compensated at 10 times the original price;

Books published after 1990-2000 will be compensated at 8 times the original price;

Books published after 2001 will be compensated at five times the original price.

2. Tools and valuable books with great teaching and research value shall be compensated at 8 to 20 times the original price.

3. If the magazine or newspaper is lost or damaged, compensation shall be paid according to the total price of the annual bound volume; if the magazine or newspaper is lost or damaged, compensation shall be paid 3-5 times the total price of the annual bound volume.

4. In case of loss of out-of-print books or rare books in stock, compensation shall be made at 15-20 times of the original price.

5. If one of the sets is lost, compensation shall be paid at 3 to 5 times the price of the complete set.

6. For those who intend to hide, steal or buy books and periodicals instead of compensation, in addition to recovering the original books, they shall be fined 8-15 times the original price of the books and periodicals. In serious cases, the university shall be reported to give necessary disciplinary sanctions.

7. Those who steal books will be dealt with according to the relevant school discipline, and those who are serious will be handed over to the judicial department for handling.

If there are any matters not covered in this regulation, the library or the university shall be consulted for further study and treatment according to the specific situation.