



## National Cheng Kung University Guidelines for recruiting Library Volunteers

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- I. These guidelines are formulated to recruit volunteers to better utilize human resources.
  - II. Service-minded individuals aged over sixteen are eligible to apply for a volunteer position by mail or register in person.
  - III. Applicants who are recruited and qualified after completion of the training will become the Library volunteers once they have fulfilled the three-month probation period, served at least 36 hours, and then been approved by the curator. Service certificates can be issued upon request.
  - IV. Volunteers are required to serve three hours per week/twenty hours per month and obey all the relevant rules.
  - V. Evaluations are processed according to the following rules:
    - (1) Evaluations are done by head of the unit the volunteer serves in. The evaluation items include attendance, training, service attitude, passion for the job and related knowledge.
    - (2) Volunteers will be disqualified after three consecutive unexcused absences or if the service hours they fulfill are less than required.
    - (3) Volunteers who harm the reputation of the Library will be disqualified. Severe offenses will be reported to the relevant authorities for further action.
  - VI. Rewards for volunteers:
    - (1) Volunteers are entitled to library loans following the rules set forth by the Library.
    - (2) Volunteers who serve eighty in total over a year with a positive service attitude will be presented with an appreciation certificate and a souvenir.
    - (3) Volunteers who serve three hundred hours in total over a year will be presented with an appreciation certificate and a souvenir.
    - (4) Volunteers who serve for consecutive five years will be presented with a senior service award certificate and a souvenir.
  - VII. Junior high school students aged under sixteen need to submit Parent/Guardian's Agreement of Volunteer Service to apply for a short-term volunteer position. Applicants who are recruited and have served at least 18 hours can request a Service certificate.
  - VIII. These guidelines and their revisions are in effect subject to the approval of the Library Affairs meetings and submitting to the Library Committee.
- \*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.