



National Cheng Kung University Library Rules for Use of Facilities

Approved by the Library Affairs Committee on Oct. 1, 2004
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- I. These rules are formulated to regulate and facilitate the use of group study rooms, study carrels, auditorium and group viewing rooms in the Library by the University faculty and students. Kun-yen medical library with its own rules is not subject to these rules
- II. Library users may apply during the opening hours of the Library for the use of group study rooms, study carrels, auditorium and group viewing rooms.
- III. The Library shall publicize the opening schedule of Library facilities.
- IV. Application Eligibility:
 - 1、Group study rooms:

Groups of 3 or more University faculty members or students.
 - 2、Study carrels:
 - (I) The University's instructors, graduate students, or undergraduate senior students enrolled with a thesis course.
 - (II) Experts or scholars invited by any agency/department of the University.
 - 3、Auditorium:

Groups of 10 to 70 people whose course or on-campus activity requires the use of audiovisual materials in the Library.
 - 4、Group viewing rooms:

Groups of 3 to 15 University faculty members or students who need to use the audiovisual materials in the Library.
- V. Application Procedures and Room Use:

The applicants shall produce their employee or student ID cards to process an application with the Library. An undergraduate senior student applying

for the use of a study carrel shall present an additional certificate of course enrollment. Each application is eligible for the use of one room at a time. Different applications for the use of a specific room during the same time slot shall be approved on a first-come-first-served basis.

1、Group study rooms:

Applicants may reserve a room by using the Library Space Management System or presenting an application at the Circulation Desk. Each room is subject to being used for a maximum of four hours.

2、Study carrels:

Applicants may reserve a room by using the Library Space Management System or presenting an application at the Circulation Desk. Each room is subject to being used for a maximum of one day.

3、Auditorium:

Applicants should present an application and a written statement signed by a University instructor or organizer at the Multimedia Center Service Counter for room reservation. Auditorium is subject to being used for a maximum of four hours.

4、Group viewing rooms:

Applicants should present an application at the Multimedia Center Service Counter to use a room or make a room reservation. Each room is subject to being used for a maximum of four hours.

VI. To safeguard the interests of all University faculty and students, none of the group study rooms, study carrels, auditorium and group viewing rooms shall be scheduled for regular classes or booked for long term use. In the event of a demand for a room to be used for a specific purpose, an application shall be processed and approved by the Library.

VII. The room borrowers shall comply with the following rules:

1、The room borrowers who have booked a room will not be allowed to book any of the rooms again for the same time.

2、The room borrowers shall carry their employee or student ID cards to report to the Library within the first 20 minutes of the scheduled time slot. Those who fail to show up in time may result in the cancellation of their booking. Failure to collect a key up to 3 times within a month

- will be subject to a month suspension of library space booking privileges.
- 3、Auditorium and group viewing rooms are in principle used to view multimedia materials in the Library, and shall not be used for any class or seminar.
 - 4、The room borrowers should safeguard their personal belongings properly. The Library is not responsible for any personal items that are lost. The room keys are not allowed outside the library, if the room borrowers need to leave the library for a short time while still using a room, the staff at the circulation desk can hold the key for the borrowers.
 - 5、After using a room, the borrowers should remove all personal belongings and return the key to the Library. Those who fail to return the key shall be charged with a processing fee of NT\$100 every overdue day. If the key is lost, the borrowers shall make a full payment for replacement of the lock.
 - 6、No duplication of room keys by borrowers is allowed. Any violator shall make a full payment for replacement of the lock and be suspended from admission to the Library and from borrowing any books/materials for three months in accordance with the National Cheng Kung University Rules for Reader Violations. If necessary, the Library may process a violation case in conjunction with the relevant units.
 - 7、If the borrowed room is used by people other than the borrowers, or for uses other than the approved purpose, the room key is taken out of the Library, the room key is returned after the due time, or the borrowers remain in the room after the due time, the borrowers shall be disciplined with a violation point and be stopped immediately from using the borrowed facility.
 - 8、The borrowers who violate the school or library rules shall be dealt with according to the National Cheng Kung University Rules for Reader Violations and be stopped immediately from using the borrowed facility.
 - 9、No equipment shall be moved around or set up in a room without official permission. Any damage done to any materials or equipment as a result of misuse shall be processed according to the NCKU Library Rules for Reader Violations.
 - 10、With the consent of the borrowers, staff may enter the room to engage in cleaning and maintenance work.

11、The Library will inform the borrowers of a temporary suspension or cancellation of use of the borrowed room due to a major event.

VIII. The rules governing the management of Library facilities shall be formulated by the Library, approved by the Library Affairs Meeting and submitted to the Library Affairs Committee.

IX. These rules shall be approved by the Library Affairs Committee to go into effect, and any revisions shall be processed accordingly.