

National Cheng Kung University Medical Library Guidelines for Group Visit Orientation Service, and Lecture Courses on Medical Library Resource Utilization

Approved by Medical Library Affairs Meeting on Jan. 9, 2002
Amended by Medical Library Affairs Meeting on Nov. 3, 2004
Amended by Medical Library Affairs Meeting on May 8, 2006
Amended by Medical Library Affairs Meeting on Oct 27, 2006
Amended by Medical Library Affairs Meeting on Oct. 15, 2018

- I. These guidelines are made to assist group visitors to understand the environment within the Library and its various services, and use the resources of the Library effectively.
- II. Readers may submit applications according to the following requirements:
 1. An appointment must be made at least three working days in advance of the visit.
 2. An application for registration for the resource utilization lecture course announced by the Library shall be submitted before the due date; the lecture course will be automatically cancelled if less than five people register.
 3. Five or more instructors, staff and students of the University may apply for designated lecture courses on electronic resource utilization; an appointment must be made five working days in advance of the course start date.
 4. The instruction fee for lecture courses for off-campus personnel, NT\$200 per person for each course, shall be paid in advance at the Library service counter.
- III. Appointments may be made in three ways:
 1. Online registration system on the website of Medical Library.
 2. In-person registration at the Library service counter.
 3. Registration via phone (Tel.: 06-2353535, Ext.: 5120 – 5122).
- IV. Service periods

9:00 – 12:00 Monday through Friday
13:00 – 17:00 Monday through Friday

The Library will accept specific applications if staffing permits during non-service hours.
- V. These guidelines are effective after approval of the Medical Library Affairs Meeting. Revisions follow the same procedures.