

National Cheng Kung University Library Rules for Use of Media

Center

Approved by the Library Committee on 10.01.2004

Submitted and approved by the Library Committee on 12.15.2006

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- I. The guidelines are enacted to provide teaching, research, learning and leisure activities for users.
- II. The service hours of the Media Center will be announced separately.
- III. The following users are able to access the Media Center and utilize its resources.
 1. NCKU students (including exchange students), faculty, staff, and other Library card holders such as retirees, alumni, faculty dependents, honorary members of the Library, volunteers, are entitled to use the resources.
 2. Other users are required to pay service fee of NT\$50 for 4 hours.
- IV. NCKU faculty, staff and students can book the Media Center carrels and materials within a week, 4 hours are available each time. The booking must be made at least one day prior to the use. The applicants must show up at the Media Center Service Counter with their NCKU ID card within twenty minutes of the reserved time. If applicants fail to show up within twenty minutes, they shall not raise any objections if the materials are occupied by other users.
- V. The materials of the Media Center shall be used on-site in the Center, and users must bring a valid ID to the Media Center Service Counter for loans. Teachers can borrow out the audio-visual materials for teaching purposes. Only outdated language magazines and the attached discs can be borrowed by faculty, staff and students. The loan of audio-visual materials shall be processed according to “National Cheng Kung University Library Rules for Loan Services of Books and Materials”. Special requested loans shall be approved first by the Library and comply with “National Cheng Kung University Library Guidelines for the Media Center”.
- VI. Applications for using Auditorium and Group Viewing Rooms shall comply with “National Cheng Kung University Library Rules for Use of Facilities”.
- VII. Users shall abide by the following rules when using the Media Center:
 1. Water, users' bags and backpacks are prohibited to bring into the Media Center. These personal belongings shall be placed in the lockers provided.
 2. The following behavior is forbidden, and will be dealt with “National Cheng Kung University Library Rules for Reader Violations”:
 - (1) Bringing in personal audio-visual materials and equipment.

- (2) Improper use, recording, copying or downloading of materials (including audio-visual materials).
 - (3) Moving or installing equipment.
 - (4) Making noise.
 - (5) Occupying a seat for self-studying or browsing the Internet.
 - (6) Other inappropriate behavior.
3. For serious violations, the Media Center will notify the users for suspension or cancellations on reservations.

VIII. The Library is entitled to make management rules for the Media Center and submit them to the Library Committee after being approved at the Library Affairs Meeting.

IX. These guidelines and the revisions are approved by 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.