

# National Cheng Kung University Library Guidelines for the Management of Media Center

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I. The guidelines are enacted based on “National Cheng Kung University Library Rules for Use of Media Center”.

II. Open hours: The Library shall publicize the opening schedule of the Media Center.

III. Use of Media Center materials:

1. The materials of the Media Center shall be used on-site in the Center. The users can borrow up to 3 items for 4 hours each time for on-site use.
2. Materials reserved for auditorium showing or group viewing by users will be kept in the reserved shelf within 7 days of the request. During the reservation period, these materials are only for on-site use.
3. Please register at the Media Center Service Counter for the use of reserved shelf materials.
4. On display materials are for on-site use only and not for loans during the exhibition period.
5. Course reserved materials are primarily intended for on-site use. However, for teaching purpose, NCKU faculty may check out up to 3 items for one day. Course reserved materials that are deposited by teacher will not be check out without the permission of the teacher.
6. Users may register at the Media Center Service Counter with NCKU ID cards to borrow books (excluding magazines) from the Media Center for photocopying in Library. Books must be returned in 30 minutes.
7. NCKU staff and students shall request to check out the materials of Media Center for research purpose. Applicants should fill out the request form and submit to the Media Center.

IV. NCKU student associations or departments could borrow materials from Media Center for non-fee based and non-commercial purpose club activities. Applicants should make requests according to the following rules:

1. Applicant should fill out the request form and submit to the Media Center. Once it's approved, applicants must bring their NCKU ID card to check out the materials according to the Library rules.
2. Applicants should check out the materials only one day before the event, borrow up to 3 items for 3 days and no renewal.
3. Materials must be returned to the Media Center Service Counter. A fine shall be imposed on overdue items according to the "National Cheng Kung University Library Rules for Reader Violations".
4. Please comply with the regulations of intellectual property rights and copyright laws while using the materials. Copying, editing and duplicating of materials or any other violations of copyright laws are prohibited. Applicants should use materials only for non-fee based and non-commercial purpose, they shall personally assume legal responsibility for any violations.
5. Any borrowed materials that are lost or damaged, the applicants must pay compensation according to the "National Cheng Kung University Library Rules for Reader Violations".

#### V. Use of Media Center lockers

1. Users should keep their personal belongings in the Media Center lockers before they enter the Center. The lockers of the Media Center shall not be used for long-term storage.
2. Users should remove all belongings from the locker before the Media Center close. The staffs will remove all objects left in lockers when the Center is closed. All left items will be regarded as lost items and be removed to the Reader Service Division for further processing.
3. If users forgot the password for their locker, they should contact the Media Center Service Counter and then the staff will unlock it. The staff unlocks the locker for a user only for three times, once over three times, the staff will process it when the Media Center is closed.

VI. Media Center provides the facilities for users to view or listen to the audio-visual materials of the Center. The users shall not occupy the seats for self-studying or surfing the internet.

VII. Users should use the materials in the seats assigned to them, and read the instructions first or ask for directions from the Service Counter before using the equipment.

VIII. These guidelines and the revisions are approved by the Library Affairs Meeting and submitted 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.