

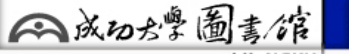
National Cheng Kung University Medical Library Guidelines for Off-campus Medical Personnel on Use of Medical Library

Amended by College of Medicine Library Committee on Mar. 9, 2005

Amended by College of Medicine Library Committee on Nov. 5, 2009

Amended by College of Medicine Library Committee on Nov. 28, 2017

- I. The Guidelines for Off-campus Medical Personnel on Use of Medical Library, National Cheng Kung University Library (hereinafter referred to as the Guidelines) are formulated to regulate the loan services of books and materials provided by the Medical Library, National Cheng Kung University Library (hereinafter referred to as the Library) primarily to the University faculty and students as well as conditionally to off-campus medical personnel in accordance with the principle of resource sharing with no detriment to the interests of the University faculty and students.
- II. All users of the Library are required to obey the National Cheng Kung University Library Policy for Using Library. Personal research materials, including notebooks and personal books, are not permitted in the Library since study spaces are not provided by the Library.
- III. Applications for group visit orientation service and lecture courses shall be carried out in accordance with Guidelines for Group Visit Orientation Service, and Lecture Courses of Resource Utilization of the Medical Library, National Cheng Kung University Library.
- IV. Electronic Resource Service:
 1. Electronic resource self-access: Library users may search and access the electronic resources of the Library with a temporary information access permit.
 2. Database access service: Each subject of information will be charged NT\$100 excluding the printing fee for search results; library users may save search results to files in their own access devices, send search results by e-mail, or print search results out at a charge of NT\$3 per page.
- V. Document Photocopying Service:
 1. Applicants shall appear at the Library service counter in person, and give payment in advance.
 2. Service and charge standards: NT\$5 per A4 black and white photocopy, and NT\$15 per A4 color photocopy of documents owned by the Library; the estimated turnaround time is two days. The Library will apply for interlibrary photocopying of documents which are not owned by the Library, the turnaround time depending on the procedures of each library.
 - (1) Domestic information: NT\$200 will be charged for each copy if the number of pages is under 20; NT\$10 for each page if the number of pages exceeds 20.
 - (2) International information: Materials owned by the National Library of Medicine (NLM) are the first priority, and the applications will be transferred to the National Science Council if NLM does not have the requested materials; NT\$500 will be charged for each copy. Standards of fee collection vary among foreign institutes, and if actual fees charged exceeded the standards of fee collection, it will be charged accordingly.



Response: Applicants will be informed by the Library via E-mail or phone regarding receipt of documents or returned applications.

- VI. A donor is eligible for Library service in accordance with Guidelines for Library Fund Raising of Medical Library, National Cheng Kung University Library.
- VII. Readers shall obey copyright related regulations and the rules of the Library when using the resources in the Library. In the event of violation, National Cheng Kung University Library Rules for Reader Violations is conducted accordingly.
- VIII. Matters not covered in these rules herein are subject to the governance of the Library relevant regulations and rules.
- IX. The Guidelines shall come into effect after being passed by the Medical Library Management Committee, and being approved by the Dean. Amendments must undergo the same procedures.