**Announcement of Photocopy Services**

In order to enhance service quality, NCKU Library provides photocopy services by using EasyCard instead of copy cards since September 1st, 2015. Details are as follows:

**How to use up the balance of the Copy Cards**

There are two options for the balance of copy cards to be run out:

1. **Keep using the copy cards until August 31st, 2016**:

There are four copiers available for copy cards during this period. They are located at the photocopy room on the B2, the 3rd and the 5th floor of Main Library and on the 2nd floor of Medical Library. After the period, all the copy cards will not be available in NCKU Library anymore.

1. **Ask for a refund of the balance between September 16th, 2015 and November 15th, 2015**:

During this period, bring your copy cards to claim a refund at the B2 floor information desk of Main Library or the 1st floor information desk of Medical Library. All the refund records will be collected and inform to the former supplier every Monday. Refunds will return to the applicants after a week.

**EasyCard Photocopy Services**

1. Photocopy and printing services are available by EasyCard (e.g. NCKU student ID Card, iCash EasyCard, co-branded EasyCard and chip Easycard) from September 1st, 2015.
2. Fees:
3. Black & White: NT$1 per A4/B4 page; NT$2 per A3 page.
4. Color: NT$5 per A4/B4 page; NT$10 per A3 page.
5. Insufficient balance: It is unavailable to print or copy if the card balance is less than minimum balance.
6. Minimum balance: NT$2 for Black & White copy machine; NT$10 for color copy machine.
7. Locations of color copy machines:
8. Main Library: 1st floor photocopy room
9. Medical Library: 1st floor information search area
10. Receipts ( Transaction details):
11. Remove your EasyCard from the sensor after copying. The button for transaction details will light up for about 10 seconds. Press the button to print out the receipts before button light off.
12. If you need a Uniform Invoice, bring your transaction detail sheets to the B2 floor information desk of Main Library or the 1st floor information desk of Medical Library before the first day of every next month. It will take about 7-10 working days for processing Uniform Invoice.
13. Users without EasyCard can use the copy machine by paying in cash at the following locations:
14. B2 Floor Information Desk and 1st Floor Reference Desk of Main Library
15. 1st Floor Information Desk of Medical Library

**NCKU Library**

08/31/2015