

# National Cheng Kung University Library Guidelines

## For The Student Assistant Management

Approved as of July 22<sup>nd</sup>, 2009 by NCKU Library Affairs Meeting Resolution

Approved as of December 11<sup>th</sup>, 2018 by NCKU Library Affairs Meeting

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1. The Student Assistant Management Guidelines hereunder are set forth in order to help the NCKU (National Cheng Kung University) students be informed of the job details for the library student assistant and abide by relevant internal NCKU and library policies so as to develop professional skills and assist in the library service provisions.
2. Applicable Subjects  
All NCKU enrolled students.
3. Application Method  
Please download the “NCKU Library Student Assistant Application Form” from the NCKU library website and, having completed and printed out said application, submit it to a library reception or submit by email to the Library’s official mailbox. The library staff, who receives the application, will hand over the application to the Administration Division for compilation and record keeping so that the library personnel manager will be able to shortlist and select the suitable candidate.
4. Appointment
  - (1) The candidates will be reviewed and selected respectively for each vacancy and then submitted to relevant managers for sign-off and appointment.
  - (2) Once appointed, the successful candidate shall submit one standard headshot photograph, together with the relevant application to the Administration Division.
5. Attendance Register  
A work log and daily timesheet shall be filled at the Supervision Division of each employment department.
6. Student Assistants shall comply with the following and all other relevant policies:
  - (1) You shall report to duty punctually and wear the ID badge or part-time student vest for identification purposes.
  - (2) In any circumstance where punctual attendance is affected, you shall contact the director or supervisor of your team in advance in person or make a phone call.

- (3) You shall not be reading or dealing with personal affairs while you are on duty.
- (4) To excuse yourself from duty as a matter of temporary urgency, you shall report to the director or supervisor of your team for approval.
- (5) You shall be subject to the library staff's supervision and your responsibilities include paperwork, administration, maintenance, cleaning, and any other ad-hoc assignment.
- (6) You shall demonstrate strong work ethics on duty and restricted from receiving visitors or using mobile phones; where necessary, you may request the approval from the director or supervisor of your team.
- (7) The daily working hours allowed and the corresponding remuneration are subject to the NCKU internal policies.

#### 7. Performance Review of Student Assistant

In accordance with the relevant provisions of the University's temporary workers contract, the employing unit shall be responsible for conducting regular evaluations.

8. The guidelines hereof will be effected upon the resolution of the library affairs meeting, and so will any future amendment hereto.