

National Cheng Kung University Library Rules for Use of Learning Commons

Approved by the Library Committee on Dec. 1, 2017

Approved by the Library Committee on Mar. 26, 2021

- I. In order to provide the National Cheng Kung University (hereinafter referred to as University) students, faculty and staff a new multi-functional learning environment to encourage creative learning, discussion and interaction, the National Cheng Kung University Library (hereinafter referred to as Library) builds the learning commons (hereinafter referred to as Commons) and formulates the rules in the following.
- II. The Commons is open to the University students, faculty, and staff only.
- III. The Commons opening hours vary depending on the library announcements.
- IV. The space allocation of the Commons is in the following:
 - (i) The discussion and interaction areas
These areas are open-plan spaces which provided for studying, discussion, reading and holding activities.
 - (ii) The quiet reading room
This room is a space for individual silent study.
- V. The Commons space is used as follows:
 - (i) For non-activities use
The University students, faculty and staff should swipe personal valid University ID card or library card issued by the Library to get in and be welcomed to take any seat they like on a first come first served basis.
 - (ii) For activities use
The applicants should make a reservation through the [online request form](#). After approved by the Library, the activities attendees shall be limited in the reserved area.

VI. To make reservations of activities at discussion and interaction areas, the application terms and conditions are in the following:

- (i) All University students, faculty and staff are eligible for making a reservation through the [online request form](#).
- (ii) The available reservation time period is from 10 am to 10 pm. For same time period, only allow for one reservation.
- (iii) It is available for the groups of 20 to 30 people for each activity application.
- (iv) The applicant is allowed to make a reservation within 6 months' time period; however, same applicant is only allowed to make a reservation up to 6 times maximum in a year time period (January to December). Reservation shall be made 7 days prior using at the latest. After approved by the Library, the reservation shall be allocated by the order of registration time.
- (v) Each time using shall not exceed 4 hours.
- (vi) The applicants or their authorized agents must proceed with borrowing procedure at the Commons service counter with personal valid University ID card or library card issued by the Library within 20 minutes of the scheduled reservation time. Those who fail to show up in time may result in the cancellation of the booking.
- (vii) For any reasons, applicants who cannot use the Commons as scheduled time should cancel the reservation before the scheduled date; if the applicant fails to cancel it, the Library will cancel this reservation and also give the applicant one violation point as per "National Cheng Kung University Library Rules for Reader Violations".
- (viii) When the number of attendees on site is less than 20 persons, they will be reassigned to use other area accordingly.
- (ix) For supporting the Library and the University activities, the Library or the University has the priority to use the Commons.
- (x) If there is a reservation for an activity at the discussion areas, it must be taken as priority. The Library shall proceed with reserved area site-evacuation and preparation procedure one hour prior to the reservation; other people shall be relocated to other areas accordingly.
- (xi) The applicant should assist the Library staff to set up equipment an hour ahead of the reserved time.

- (xii) If applicants transfer their applications to others, violate the rules of the Library or not use in accordance to the approved purpose, the Library will immediately terminate the use of activities, and applicants shall be disciplined with one violation point as per “National Cheng Kung University Library Rules for Reader Violations”.
- (xiii) Applications for merchandising or commercial activities cannot be approved.
- (xiv) Such activities should be carried out in a manner as not to cause undue disturbance to the dormitory and other users. Those who fail to improve after persuasion will be given one violation point as per “National Cheng Kung University Library Rules for Reader Violations“ and must leave the reading room immediately.
- (xv) The Library shall inform applicants to suspend using or cancel the reservation due to a major event.

VII. The user shall comply with the following regulations:

- (i) The University users should swipe personal valid University ID card one by one for entry or leaving, while the off-campus guests to attend the events held in the Commons should be accompanied by the activities applicants.
- (ii) Inside the Commons, users must not occupy seats and must exhibit respectable behavior not to jeopardize the rights of other users of the facility.
- (iii) Please do not use laptops or other items making noises that cause disturbance in quiet reading room. Those who fail to improve after persuasion will be given one violation point as per “National Cheng Kung University Library Rules for Reader Violations“ and must leave the reading room immediately.
- (iv) While interactions and group discussions are encouraged, please keep the voice down. When using the surrounding area of the quiet reading room, also please not make noise.
- (v) Any food, prohibited items, and pets are not allowed to have in the Commons.
- (vi) Assist to keep the environment clean.
- (vii) Follow the library staff or student assistant’s instructions.
- (viii) Safely secure your own personal belongings. The Library does not bear any responsibility for any loss, and will proceed with daily clearing after closing.

- (ix) Appropriately to use the equipment, any damage caused because of the improper use shall be responsible for compensation.
- (x) In order to maintain all users' rights using this Commons, the Library shall check ID cards at any time, and all users shall comply with the request. For those who do not hold ID cards, use another person's ID cards, use forged ID cards or alterations of ID cards, must leave immediately once discovered, and shall be penalized according to "National Cheng Kung University Library Rules for Reader Violations".
- (xi) Any other violation events not stated in these rules are subject to the governance of "National Cheng Kung University Library Rules for Reader Violations".

VIII. Matters not covered in these rules herein are subject to the governance of the Library relevant regulations and rules.

IX. These rules shall be implemented upon approval by the Library Committee. Any amendments shall be processed accordingly.

* These rules were translated from the original Chinese.

In the event of any discrepancies between the two versions, the Chinese always takes precedence.