



National Cheng Kung University Library Regulations for Closed Stacks

Approved by Library Committee on Dec. 8, 2009

Revised and approved by Library Committee on March 11, 2015

Revised and approved by Library Committee on October 24, 2018

Revised and approved by Library Committee on December 31, 2019

Approved by Library Committee on March 26, 2021

- I. For management and access of library materials held in the Closed Stacks, the Library has stipulated special regulations.

- II. Collections of the Closed Stacks include:
 - (i) Copies of books and periodicals.
 - (ii) Books that have not been circulated in the last 5 years.
 - (iii) Theses/Dissertations that have the electronic copy or published 10 years ago.
 - (iv) Periodicals that have the electronic copy or published 10 years ago.
 - (v) Books that have the electronic copy or the latest edition.
 - (vi) The collections that judged to have to be held in the Closed Stacks by the Library due to the need of collection management or space renovation.

- III. Library materials in the Closed Stacks, except theses/dissertations and periodicals, which have been circulated twice in one year, will be moved back to regular shelves by the library after evaluation.

- IV. The services to access Closed Stacks materials
 - (i) If users need materials in the Closed Stacks, they can fill out the request form and hand it to the service desk on each floor or apply online.
 - (ii) Library will retrieve the materials twice a day during the office hours, except for the Annan Campus Closed Stacks. Materials will be held for you at: books and periodicals at the service desk on the 1st floor; Medical Library materials at the Kun-yen Medical Library service desk.

- (iii) The service hours to retrieve the books in the Annan Campus Closed Stacks shall be implemented after announcement of the Library, depending on the manpower and vehicle arrangement.
- (iv) For special conditions, any adjustment to the retrieve books services and hours shall be implemented after prior notice of the Library.

V. The regulations are implemented upon approval by the Library Committee. Any amendments shall be processed accordingly.

* These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.