



## National Cheng Kung University Library Policy for Using Library

Approved on Oct. 1, 2004 by Library Committee  
Revised and approved on Dec. 9, 2005 by Library Committee  
Revised and approved on Sep. 24, 2014 by the 173th Administrative Meeting  
Approved on Jun. 21, 2017 by the 185th Administrative Meeting  
Approved on May 9, 2018 by the 190<sup>th</sup> Administrative Meeting

- I. This policy is specially made to govern the order of library maintenance, cleaning of the library environment to provide effective service for the readers.
- II. This policy is applicable for main Library, branch libraries and learning commons.
- III. Library will be opened for readers to enter during public open hours, which is announced by library public notice.
- IV. Readers shall hold valid library cards to swipe and enter Library. Each valid library card is subject to governance of the Policy for Application of Library Card of National Cheng Kung University Library.
- V. Readers of inter-libraries cooperation agreement can use identifiable ID, or exchange for "Entrance Card" at the Service Counter to swipe and enter Library.
- VI. Non university people, of age 16 and above, not holding valid library card, can use Personal ID Card, driver's license, student identification from other education institutions, teacher's card, passport or other valid personal identification card to exchange for "Entrance Card" to swipe and enter Library.

Senior high school students under the age of 16 must show a valid Student ID for admission to the library.

Library has the rights to limit number of non-University people to enter Library area. Readers from University have the priority to use each equipment and information.

- VII. Persons holding "Entrance Card" shall return the card upon leaving the Library in order to retrieve personal identification. In the event of lost or tempered card, material cost of NT\$200 is applicable before retrieving the original identification. Overdue "Entrance Card" holders will be charged of processing fee NT\$5 per day. Library is not responsible for safekeeping of any personal identification.

- VIII. Readers of the following identification card holders are prohibited to bring personal books upon entering Library :
1. Faculty/staff family dependent library card
  2. Inter-libraries mutual library card
  3. Library card of Members of Library
  4. Volunteer card
  5. Entrance card
- IX. The following card holders cannot use learning commons :
1. Retiree library card
  2. Alumni library card
  3. Faculty/staff family dependent library card
  4. Inter-libraries mutual library card
  5. Library card of Members of Library
  6. Honorable Friendship Card of the Library
  7. Volunteer card
  8. Entrance card
- X. Each library card is for personal use only, and is restricted to use other person' s card to enter Library. Violators are to leave the Library immediately. Library will not only keep the personal identification, but also notify original cardholder to retrieve. Violation is also conducted according to Policy of Violation of National Cheng Kung University Library.
- XI. To maintain the cleanness and quietness of the Library, readers are required to dress neatly to enter Library area. Food and drinks, illegal items and pets are prohibited to enter Library.
- XII. In consideration of cherishing library resources, readers entering Library shall obey to the regulation and policy of the Library. Any publication or equipment not following proper borrowing procedures cannot be taken out of the Library. In violation, Policy of Violation of National Cheng Kung University Library is conducted accordingly.
- XIII. Readers shall obey copyrights to use information in the Library. In the event of violation, reader takes personal responsibility.

- XIV. In violation of safety and normal operation of the Library, Library has the rights to ask respective department to act accordingly.
- XV. This policy is effective after passing by the Administrative Meeting. Revisions follow the same procedures.