

National Cheng Kung University Library Rules for Use of Facilities

Approved by the Library Affairs Committee on Oct. 1, 2004
Revised by the Library Affairs Committee on Dec. 12, 2005
Revised by the Library Affairs Committee on Dec. 15, 2006
Revised by the Library Affairs Committee on Dec. 21, 2007
Revised by the Library Affairs Committee on March 11, 2015
Approved by the Library Affairs Committee on Dec. 31, 2019
Approved by the Library Affairs Committee on March 26, 2021
Approved by the Library Affairs Committee on March 24, 2023

- I. These rules are formulated to regulate and facilitate the use of group study rooms, study carrels, E-Hub seats, group viewing rooms, and media viewing carrels in the Library by the University faculty and students. Kun-yen medical library with its own rules is not subject to these rules.
- II. Library users may apply during the opening hours of the Library for the use of group study rooms, study carrels, E-Hub seats, group viewing rooms, and media viewing carrels.
- III. The Library shall publicize the opening schedule of Library facilities.
- IV. Application Eligibility:
 1. Group study rooms:

Groups of 3 or more University faculty members or students.
 2. Study carrels:
 - (I) The University's instructors, graduate students, or undergraduate senior students enrolled with a thesis course.
 - (II) Experts or scholars invited by any agency/department of the University.
 3. E-Hub seats:

Readers who need to come to the Library to use the Library electronic resources.
 4. Group viewing rooms:

Groups of 3 or more University faculty members or students.
 5. Media viewing carrels:

Readers who wish to view audiovisual materials owned by the Library.
- V. Application Procedures and Room Use:

The applicants shall book online in advance or produce their employee or student ID cards to process an application with the Library. Each application is eligible for the use of one room at a time. Different applications for the use of a specific room during the same time slot shall be approved on a first-come-first-served basis.

 1. Group study rooms:

- (1) Applicants may reserve a room online via the Library Space Management System 7 days in advance or make same day reservations at the 1F Kiosk.
- (2) Rooms may be reserved for up to 4 hours at a time.
- (3) Group study rooms are only available for groups of 3 or more people. Three people who made the reservation must check-in by tapping their Library cards at the booked rooms.

2、Study carrels:

- (1) Applicants may reserve a room online via the Library Space Management System 7 days in advance or make same day reservations at the 1F Kiosk.
- (2) Each carrel is subject to being used for a maximum of one day.
- (3) Undergraduate seniors should submit an enrollment document of the thesis class to the 1F Circulation Desk before using the carrels during the course period.

3、E-Hub Seats:

- (1) NCKU faculty, staff and students may reserve a seat online via the Library Space Management System 3 days in advance.
- (2) All applicants can make same day reservations at the 1F Kiosk.
- (3) Seats may be reserved for up to 2 hours at a time. Before the reservation time ends, seat borrowers may request a time extension if no one else is waiting. There is no limit on the number of times you can extend your seats. Such extension can be made until the end of the service time of the day.

4、Group viewing rooms:

- (1) Applicants may reserve a room online via the Library Space Management System 7 days in advance or make same day reservations at the 1F Kiosk.
- (2) Rooms may be reserved for up to 4 hours at a time.
- (3) Group viewing rooms are only available for groups of 3 or more people. Three people who made the reservation must check-in by tapping their Library cards at the booked rooms.

5、Media viewing carrels:

- (1) Applicants should present an application at 1F Circulation Desk to use a carrel.
- (2) Each carrel is subject to being used for a maximum of four hours.
- (3) Library card holders such as visitors, interlibrary loan borrowers, library members, or continuing education programs students are required to pay service fee of NT\$ 50 for 4 hours.

- VI. To safeguard the interests of all University faculty and students, none of the group study rooms, study carrels, E-Hub seats, auditorium, group viewing rooms, and media viewing carrels shall be scheduled for regular classes or booked for long term use. In the event of a demand for a room to be used for a specific purpose, an application shall be processed and approved by the Library.
- VII. The room borrowers shall comply with the following rules:
- 1、The room borrowers who have booked a room will not be allowed to book any of the rooms again for the same time.
 - 2、The group study room or study carrels borrowers shall access the room by tapping their employee or student ID cards within the first 20 minutes of the reserved time. Those who fail to show up in time may result in the cancellation of their booking. Three no-shows within a month will be subject to a month suspension of library space booking privileges.
 - 3、E-Hub seat borrowers must check-in by tapping their Library cards at the booked seat within the first 15 minutes of the reserved time. Groups of faculty or students outside the university wishing to use electronic resources may be permitted on a case-by-case basis and should reserve the Library training room in advance.
 - 4、If applicants show up in the group study room or group viewing room with fewer than three people, library staff may request that the borrower use the reading area or media viewing carrel instead.
 - 5、In principle, only audio-visual materials with public performance rights owned by the Library are allowed to be played in group viewing rooms and media viewing carrels.
 - 6、When using a group viewing room, borrowers must keep the lights on and not move furniture or equipment without permission. Violators shall be disciplined with a violation point and be stopped immediately from using the borrowed room..
 - 7、The room borrowers should safeguard their personal belongings properly. The Library is not responsible for any personal items that are lost. Before the reservation time ends, borrowers should clean up the room and remove all personal belongings.
 - 8、If the borrowed room is used by people other than the borrowers, or for uses other than the approved purpose, or the borrowers remain in the room after the due time, the borrowers shall be disciplined with a violation point and be stopped immediately from using the borrowed facility.
 - 9、The borrowers who violate the school or library rules shall be dealt with according to the National Cheng Kung University Rules for Reader Violations and be stopped immediately from using the borrowed facility.
 - 10、No equipment shall be moved around or set up in a room without official permission. Any damage done to any materials or equipment as a result of misuse shall be processed according to the NCKU Library Rules for Reader Violations.

11、With the consent of the borrowers, staff may enter the room to engage in cleaning and maintenance work.

12、The Library will inform the borrowers of a temporary suspension or cancellation of use of the borrowed room due to a major event.

VIII. The rules governing the management of Library facilities shall be formulated by the Library, approved by the Library Affairs Meeting and submitted to the Library Affairs Committee.

IX. These rules shall be approved by the Library Affairs Committee to go into effect, and any revisions 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.