

## National Cheng Kung University Library Guideline for Guided Tour Services

Approved on Sept. 8, 2004 by Library Affairs Meeting  
Reported on Oct. 1, 2004 to Library Commission  
Revised on Nov. 16, 2021 by Library Affairs Meeting  
Reported on Dec. 21, 2021 to Library Commission

- I. This guideline is made by the National Cheng Kung University Library (hereinafter referred to as the “Library”) to offer visitors guided tour services and to give them a better understanding of the environment, services and exhibitions of the Library.
- II. Service Target:
  1. Current NCKU faculty, staff and students.
  2. Off-campus agencies, organizations or student groups. Age limit for visitors is dealt with in accordance with the Library’s “Policy for Using Library.”
- III. Application Procedure: Groups of at least 5 or more people are eligible to apply for guided tour services. The maximum number of visitors allowed during each guided tour is 40 people.
- IV. Application Time: [Applications](#) should be made at least a week in advance before the date of visit. Off-campus visitors should also provide official documents from the agency or school. Should there be any changes, visitors should cancel their applications and notify the Library at least three days prior to the date of visit.
- V. Hours for Guided Tours: Monday to Friday 9:00-12:00, 13:00-16:00. Guided tours are not available on national holidays and university closedowns.
- VI. Guided tours will be conducted by giving brief introduction through walking or at fixed places for visitors to learn more about the facilities, services and exhibitions of the Library.
- VII. This guideline is effective after approval of the Library Affairs Meeting and reports to Library Commission. Revision follows the same procedure.

### Note:

1. This is a translated version : All the contents shall be based on the Chinese original.
2. In case of any discrepancy between the English translation and the Chinese version, The Chinese version published on NCKU’s official website shall prevail.
3. If there are any changes made to the Acts or regulations, the application instruction shall be based on amended regulation.