



National Cheng Kung University Library Guideline for Group Visit Orientation Service

Approved on Sept. 8, 2004 by Library Affairs Meeting
Reported on Oct. 1, 2004 to Library Commission

- I. This guideline is made dedicating to assist visitors of group to understand the environment within the Library and its services.
- II. Five or more instructors, staff and students of the University can apply for orientation service. Pre-booking must be made one week in advance.
- III. Groups from outside of the University, or student group from high school and above, can apply for orientation service. Pre-booking must be made one week in advance by providing official document from the organization or school to arrange booking.
- IV. Hour for group visit orientation service is subject to separate public announcement.
- V. This guideline is effective after approval of the Library Affairs Meeting and report to Library Commission. Revision follows the same procedure.