

National Cheng Kung University Library Rules Governing the Management of the Training Room

Approved by University Library Committee on Oct. 1, 2004
Revised by Library Affairs Meeting on July 25, 2012
Revised by University Library Committee on Oct. 26, 2012

- I. These rules are formulated to effectively manage and use the training room.
- II. Application Eligibility:
Groups of 15 to 60 people who meet one of the following conditions are eligible to apply for the use of the training room:
 1. Taking part in a user educational or outreach program in association with library services organized or co-organized by a NCKU unit.
 2. Taking part in an NCKU educational course approved by the Library.
 3. Taking part in an educational or outreach program in association with library services organized by a non-NCKU unit.
 4. Taking part in an educational program approved by the Director of the Library.
- III. Borrowers can apply for the use of educational training room during the opening hours of the library.
- IV. The Library shall publicize the opening schedule of the training room.
- V. The applicants shall have an [application form](#) completed and submitted with the relevant course or program materials to the Library no later than one week in advance. Should a scheduling conflict occur, the University or Library has priority to use the training room.
- VI. The use of the training room shall be charged in the following manners:
 1. An educational program organized by any NCKU unit or approved by the Library is free of charge.
 2. An educational program cosponsored by any NCKU unit or attended with an admission fee shall be charged at a rate of NT\$1,000 per hour.

3. Activities held by units outside campus should be charged according to Paragraph 2 of this article.

Applicants shall complete the payment at least three days in advance.

VII. Applicants shall comply with the following rules:

1. A person in charge of the on-site program shall be assigned to communicate with the manager of the training room.
2. Any decoration or poster to be set up in the room requires the consent of the Library in advance.
3. Food and drink are prohibited to bring into the training rooms. The space is not permitted to serve meals.
4. No equipment shall be moved around or set up in the room without official permission. Any damage done to any materials or equipment as a result of misuse shall be processed according to the "[National Cheng Kung University Library Rules for Reader Violations](#)".
5. The person in charge of the on-site program shall be responsible for maintaining order so as not to disturb other library users. Meanwhile, the applicants shall not request the Library to carry out any activities that are not related to the use of the training room.
6. Any equipment or services that are not provided by the Library may be supplied by the applicants with the consent of the Library.
7. A public presentation or set up of any personal materials or software shall comply with the relevant regulations of intellectual property rights. Any violations shall be liable to face the relevant legal or regulatory sanctions.
8. Any personal belongings, equipment or materials should be properly safeguarded. The Library will assume no responsibility at all for any loss or damage incurred to such items
9. The person in charge of the on-site program should confirm with the manager of the training room with regard to the status of all facility and equipment immediately after the program. Any non-library items should be removed from the Library on the day that the program ends.
10. The applicants shall comply with the agreed schedule. An extended schedule should first be approved by the Library and charged according to these rules.

11. If applicants transfer the use of the training room to others, not in accordance to application content, national laws and the University/Library rules, the Library will suspend the applicants' right to use the room immediately and no refund shall be made of the fees paid, and the applicants shall be suspended from using the room for one year.
 12. Applicants who cannot use the training room as scheduled shall inform the Library of the cancellation, which shall be approved by the President before a refund is processed.
 13. If a cancellation is necessary due to a major event, the Library will inform applicants and refund the original payment. In such cases, the applicants should not raise any objections or requests for further compensation.
- VIII. The rules governing the management of the training room shall be formulated by the Library, approved by the Library Affairs Meeting and submitted to the University Library Committee.
- IX. These rules shall be approved by the University Library Committee to go into effect. Any revisions shall be processed accordingly.

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.