

National Cheng Kung University Library Guidelines for Yearbooks Services

Approved by Library Affairs Meeting on Mar. 14, 2018
Submitted by University Library Committee on Mar. 27, 2018
Approved by Library Affairs Meeting on Mar. 12, 2020
Submitted by University Library Committee on Mar. 23, 2020

- I. National Cheng Kung University Library (hereinafter referred to as the “Library”) has established these guidelines for managing and providing all previous the Yearbooks services in National Cheng Kung University (hereinafter referred to as the “University”).
- II. Service Objects and Application:
 - (I) Individual Application: This applies only to University faculty, staff and students, retired faculty, staff and alumnus. Applicants must fill in the application form and attach the following identification card to Circulation Desk of Library, then obtain permission of the material use from the Library, and be accompanied by a Library staff.
 1. University faculty, staff and students, retired faculty and staff must provide valid faculty identification card, retirement identification card, or student identification card, etc. to gain access.
 2. Alumni must provide alumni identification card or valid document that proves alumni identity to gain access.
 - (II) Official Affairs Application: This applies only to official affairs concerning in our University units. An application form must be signed by unit director and stamped by unit chop to gain access.
 - (III) For other demands, applicants must fill in the application form and describe the purpose, then gain access after being approved by the Library.
- III. Service Time and Location: Monday to Friday 9:30 to 17:00. All applicants must apply at the Circulation Desk and be approved by the Circulation Services Supervisor. Approved applicants can only use the yearbook in specified location in the Library.
- IV. Applicants shall comply with the following provisions:
 - (I) Aside from the University official affairs demands, the Yearbook shall only be used for reading; and shall not perform with any reproduction behavior such as duplication, scanning, remake, photographing or transcribing. The Library reserves the right to reproduction. For special occasions, applicants could perform reproduction on a project basis or with conditional agreement. If the reproduction information is for publication purpose, it shall specify: Collection of National Cheng Kung University Library.

- (II) To protect individual privacy and personal information, the Library does not provide alumni's directory and digital carrier (such as CD) for reading, nor for any reproduction application such as duplication or copying.
- (III) The collection processing and use of the contents of the Yearbook by an individual or unit shall not exceed the scope of the purpose of the application. If the applicant is involved in business activities, violates the law, infringes other people's right of portrait or privacy, etc., the applicant or unit shall take full responsibility for it.

If there are other violations, they shall be handled according to Library Rules for Reader Violation. If there are other violations, they shall be liable according to relevant laws and regulations.

- V. The guidelines shall be approved by the Library Affairs Meeting and submitted to the University Library Committee to go into effect. 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.