

# National Cheng Kung University Library Guideline for Academic Research Impact Analysis Service

Approved by Library Affairs Meeting on July 02, 2020  
Submitted by University Library Committee on Oct. 16, 2020

- I. National Cheng Kung University Library (is hereinafter referred to as the Library) provides academic research impact analysis service on demands of personal reference and official business for the current teachers, researchers, and physicians of the affiliated hospital (are hereinafter referred to as the researchers) of National Cheng Kung University (are hereinafter referred to as the university), the Library sets out the guideline.
- II. The library uses the citation analysis database and research impact analysis database to analyze researcher's publication, to clarify the researchers' involvement among the global research topic, and use citation to corroborate research contributions, find potential collaborators and further information on popular topics in research field, etc.
- III. Those who want to apply for academic research impact analysis services should fill in the application form and submit to the library for processing according to the following regulations:
  - (I) Individual application: University researcher shall fill in [personal service application](#) and agree to authorize the library to conduct personalized academic research impact performance analysis based on the information provided by the applicant or the publication list and other information.
  - (II) Unit Application: Only the internal units of the university can apply for official business purpose. Unit shall state the analysis individual and the purpose of the analyzed data. At the same time, unit shall obtain the consent from the analysis individual and authorize the library to conduct analysis before submission. In addition, the [application](#) shall be approved by the supervisor of the application unit.
  - (III) The number of working days provided in the analysis report will be determined by the library in accordance with the number of applications, the information provided by the applicant, databases update frequency, the number of analysis item required, and the manpower of the library.
- IV. Applicant and application unit shall obey the following rules:
  - (I) The academic analysis report files issued by the Library are for the use of applicant or application unit only.
  - (II) In order to maintain personal privacy and personal data protection, except for the application unit, non-researchers themselves shall not apply for analysis service to the Library.
  - (III) The collection, processing and utilization of relevant information and data of the

researcher shall not exceed the scope of the purpose and objective filled in the application. Applicant or application unit shall be solely responsible for violations of commercial rights, laws and regulations, others' privacy rights, and other rights and interests.

- V. The guideline will be implemented after being approved by the library affairs meeting and approved by the Library Committee, and the same shall apply when amending it.

**These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.**