

# National Cheng Kung University Medical Library Directions for Space Utilization

Amended and approved by the Library Committee of the College of Medicine on Oct. 22, 2013

Amended and approved by the Library Committee of the College of Medicine on Nov. 20, 2015

Amended and approved by the Library Committee of the College of Medicine on Nov. 15, 2016

Amended and approved by the Library Committee of the College of Medicine on May 7, 2025

1. These Directions are formulated to facilitate the university's faculty, staff, and students in utilization of the computer classroom, e-learning room, group study rooms, PBL rooms, individual study carrels and group audiovisual room of the Medical Library of National Cheng Kung University (hereinafter referred to as the 'Library').
2. Users may apply to use the aforementioned spaces during the Library's opening hours.
3. Eligibilities for application:
  - (1) Computer Classroom, E-learning room, PBL rooms: For classes and training activities directly related to the NCKU College of Medicine and NCKU Hospital instruction.
  - (2) Individual Study Carrels: Available to NCKU faculty members, physicians, and graduate (master's and doctoral) students.
  - (3) Group Study Rooms: Available to groups of three or more faculty, staff, or students of the university.
  - (4) Group Audiovisual Room: Only available to groups of three or more faculty, staff, or students who are using the library's audiovisual materials.
  - (5) Users approved by the Director of the Medical Library or the Convener of the Library Committee of College of Medicine.
4. Application method:

Eligible users may reserve a room online or make a reservation at the circulation desk with an employee ID or student ID. Only one room may be reserved per session, and reservations are scheduled on a first-come, first-served basis. Duplicate reservations are not permitted.

  - (1) Computer Classroom, E-learning Room, PBL Rooms: Reservations are required. Users must submit an application and complete the reservation at least one week prior to use.

- (2) Individual Study Carrels: Users must log into the Library's Space Management System to reserve a time slot available within the next seven days. Each reservation is limited to one day and may not extend overnight.
  - (3) Group Study Rooms, Group Audiovisual Room: Users must log into the Library's Space Management System to reserve a time slot available within the next seven days. Each reservation is limited to a maximum of four hours.
5. To protect the rights and interests of all faculty and students, library spaces may not be used as scheduled classrooms or for long-term reservations. Any special usage requests must be submitted separately for approval.
6. Computer Classroom Fee Standards:
- (1) Courses or activities that are directly related to academic instruction of the NCKU College of Medicine and NCKU Hospital, shall, in principle, be exempt from charges.
  - (2) For courses or activities co-organized by the NCKU College of Medicine and NCKU Hospital or those that charge participants a fee, a usage fee of NT\$1,000 per hour will be charged. Any duration less than one hour will be counted as one full hour. The user must pay the fee in full at least three days before the scheduled use of the venue.
7. Usage Regulations:
- (1) Users must check in at the reserved space within 20 minutes of the scheduled start time. Failure to do so will result in cancellation of the reservation. For reservations made under the reservation registration system, if the user or unit fails to use the reserved space and does not inform the Library of the cancellation, and this occurs two times in one semester, the user or unit will be suspended from reserving spaces for three months.
  - (2) The Library provides only the venue and the existing equipment in the reserved space. All other related matters must be handled by the user or the reserving unit.
  - (3) Personal belongings brought into the space must be kept and safeguarded by the user. The Library is not responsible for any loss.
  - (4) Users must comply with all Library regulations. Any improper behavior will be handled in accordance with the *National Cheng Kung University Library Rules for Reader Violations* and the user's current reservation will be immediately terminated.
  - (5) In the event of significant circumstances, the Library reserves the right to suspend usage or cancel reservations after notifying the user.

8. These directions shall be implemented upon approval by the Library Committee of College of Medicine. The same shall apply to any amendments.