

National Cheng Kung University Medical Library Directions for Space Utilization

Revised by College of Medicine Library Committee on Oct. 22, 2013

Revised by College of Medicine Library Committee on Nov. 20, 2015

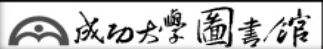
Revised by College of Medicine Library Committee on Nov. 15, 2016

- I. These Directions are formulated to facilitate the school faculty and students in utilization of the computer classrooms, digital learning rooms, discussion rooms, individual research rooms and group audio-visual rooms of the Medical Branch Library (hereinafter referred to as the “Library”).
- II. Users may apply for the utilization of the above-mentioned spaces during Library opening hours.
- III. Eligibilities for application:
 1. Computer classroom, digital learning room, PBL discussion room: classes and trainees directly related to medical center instruction.
 2. Individual research small room: school teachers, doctors and graduate students.
 3. General discussion room: more than three (inclusive) of school faculty and students.
 4. Audio-visual room for small groups: only available for three or more school faculty and students who are using the library’s audio-visual materials.
 5. Those that are approved by the Medical Library Officer or the Library Management Committee.
- IV. Application method

Applicant shall apply to use a room at the service desk with an identification card or student card. The borrowing is limited to one time and one room only. If there are more than one applicant for the same time period, the room arrangement will be based on the priority of registration.

 1. Computer classroom, digital learning room, PBL discussion room:

Use of these spaces is by reservation only. Applicants shall complete the application form and submit it to the library to complete the reservation registration one (1) week prior to utilization.
 2. Individual studies small room: Applicants may reserve a room by using the Library Space Management System or presenting an application at the Circulation Desk. The utilization period is limited to one (1) day and shall not carry over to the next. Reservations can be made up to 1 week in advance.
 3. General discussion rooms, audio-visual rooms for small group: Applicants may reserve a room by using the Library Space Management System or presenting an application at the Circulation Desk. The utilization period is limited to four (4) hours. Reservation can be made up to 1 week in advance.
- V. In consideration of the interests of the school’s teachers and students, the library rooms shall not be registered for class teaching or long-term borrowing.



VI. Charging standards:

1. No charge for teaching classes or activities related in principle to the medical center.
2. NT\$1,000 per hour for activities assisted by the Medical Center or where fees are charged to participants. Such activities which are less than one hour shall be calculated as one full hour, and the borrowers shall pay the fees three days prior to using the room.

VII. Borrowing rules:

1. Individuals cannot have more than one space reserved within the same time slot.
2. Reservation system: Rooms will be held for 20 minutes. After the hold time, those who fail to meet the above time requirement shall not make any objection to the room being switched to another person. Where borrower or units have made a room reservation but neither used it nor advised the library of the reservation cancellation twice in one semester, the library will suspend the borrower or unit's right of room utilization for three (3) months.
3. The spaces and the equipped facilities and tools in the library are available for reservation, the borrowers or units are responsible for all other relevant matters.
4. The room borrowers should safeguard their personal belongings properly. The Library is not responsible for any personal items that are lost.
5. After completion of utilization, the room shall be restored to its original condition and the key returned. A NT\$50/day processing penalty fee will be charged for late return of the key. If the key is lost, the full cost of lock changing shall be charged to the borrower.
6. The duplication of a room key is prohibited. According to the "National Cheng Kung University Library Readers Violations Regulations", anyone who violates this provision shall be responsible for the full cost of lock changing and will be have his/her Library access, library books and materials borrowing rights suspended and, if necessary, be dealt with by the library together with relevant work units.
7. If a borrowed room has been transferred to others without approval or the utilization has been contrary to the contents of the application, the library, in addition to imposing a violation point, may immediately terminate the utilization of such room and suspend the user's right to borrow rooms for three (3) months.
8. Borrowers shall comply with the provisions of the library in using the room and, in case of any improper behavior, the library may immediately terminate the borrower's current right to use the room in accordance with "National Cheng Kung University Library Readers Violations Regulations".
9. In the event of any serious incidents, the library must notify the borrower to suspend or cancel the reservation.

VIII. These Directions shall go into effect when approved by the Library Management Committee of the Medicine Branch. Any revisions shall be processed accordingly.