

National Cheng Kung University Library Guidelines for the Auditorium & Group Viewing Room

Approved by the Library Affairs Meeting on 07.19.2004

Submitted by the Library Committee on 10.01.2004

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Submitted by the Library Committee on 03.21.2005

Revised and approved at the Library Affairs Meeting on 10.11.2005

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Revised and approved by the Library Affairs Meeting on 12.04.2007

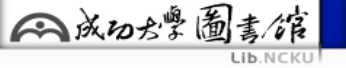
Submitted by the Library Committee on 12.21.2007

Revised and approved by the Library Affairs Meeting on 01.08.2008

Revised and approved by the Library Affairs Meeting on 11.26.2012

Submitted by the Library Committee on 03.25.2013

- I. The guidelines are enacted based on “National Cheng Kung University Rules for Use of Facilities”.
- II. The Library shall publicize the opening schedule of the Auditorium and Group viewing rooms.
- III. Applications
 1. Reservations are required to make use of Auditorium. Different courses or activities require separate reservations. An applicant is entitled to make reservations for 4 sessions at the same time during the semester, at least one day prior to use. If there are no reservations made for the Auditorium, reservations can be made on the same day.
 2. Reservations for Group Viewing Rooms can be made on the day it is needed for use. An applicant is entitled to make reservations for 4 sessions at the same time during the semester, and each session is eligible for the use of one room.
 3. An applicant shall not reserve both the Auditorium and Group Viewing Room for use at the same time.
- IV. When an application for the Group Viewing Room is less than three people, the applicants will be assigned to the Audio-visual Carrel.
- V. When an application for the Auditorium is less than ten people, the group will be assigned to a Group Viewing Room.
- VI. Users are not allowed to turn off lights and move furniture. Their rights will be subject to suspension if they do not follow the advice of the staff.



- VII. A staff member will open the Auditorium and Group Viewing Rooms for users. The applicant shall be in charge of the room, keep the room in order and avoid disturbing other users in the Media Center. The applicant shall not ask the staff to carry out any operations unrelated to the use of the Media Center.
- VIII. These guidelines and the revisions are approved by the Library Affairs Meeting and submitted to the Library Committee.

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