

Library Regulations

College of Planning and Design

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Source Document: 國立成功大學規劃與設計學院圖書室管理規則 (102.06.27 修訂版)

I. Admission, Conduct and Discipline

1. A person may use the library only after being formally registered as a reader in it. With the exception of short-term readers admitted on day passes, all readers must have a valid University or Library Card.
2. An admission of short-term reader is available to a person, who is at least 16 years of age or a highschool student, with either a Taiwan ID Card, a Driver's License, a student ID Card of other institutions, or a Passport. Short-term readers must not bring personal items into the library.
3. Readers must not pass their University or Library Cards to another person for library use.
Breach of this regulation involves misuse of library services; readers and the other person may be barred from using University-wide library services for one month.
4. Readers must not eat or drink (except water) in the library.
Readers must not bring animals into the library, unless this is required in order to overcome a disclosed disability.
Readers must not engage in conduct in the library that causes or is likely to cause inconvenience, annoyance, or offence to other readers or members of staff.
5. Readers must not use computer, electronic mobile device or other equipment in a way that requires them to speak into the device. When using a computer, electronic mobile devices or other equipment readers must do so as quietly as possible so as to avoid causing disturbance to others and should not use applications or play media so as to produce sounds audible to other readers.
6. Readers must not deface, damage or remove library equipment in the reading areas in any way.
7. Breaches of Regulations 4-6 above results in damages or involves misconduct in the library, readers may be marked a violation record. Short-term readers will be asked to leave the library immediately upon the violation. With two violation records, regular readers will be barred from using University-wide library services for one month, while short-term readers will be barred from using the library for one month.
8. Readers are responsible for the security of personal materials and devices.
9. Borrowing:
 - 9.1. Fulltime faculty members may borrow maximum 80 volumes, 10 of which can be designated as teaching materials that should be returned at the end of a semester and cannot be renewed. General loan period for each volume (non-designated teaching material) is 30 days.
 - 9.2. Staff members may borrow maximum 30 volumes, each for 30 days.
 - 9.3. Graduate students may borrow maximum 50 volumes, each for 30 days.
 - 9.4. Undergraduate students may borrow maximum 30 volumes, each for 30 days.
 - 9.5. Other authorized readers may borrow maximum 5 volumes, each for 21 days.
10. To borrow library materials, readers must have a valid Library Card authorized by the University Library service.

11. Borrowers are responsible for all volumes issued to their Library card. This responsibility ends only when the volume has been recorded as returned on the University Library system. Borrowers will be liable for any loss of, or damage to, books or other items while in their charge. Please refer to "National Cheng Kung University Library Rules for Reader Violations" for liabilities.
12. Borrowers who fail to return a volume by the due date or time will be liable to a fine at rates of NT\$5.00 per day of overdue. In case of a Reference Book, the fine is at NT\$5.00 per hour of overdue.
13. Borrowers are encouraged to check regularly the University issued email account for the recall/overdue notifications.

II. Use of Lobby (Open Space)

1. The Library Lobby (Open Space) is designated for academic activities and exhibitions.
2. The Library Lobby (Open Space) may be reserved for group use. The reservation should be made 7 days in advance and authorized by a faculty member of the College.
3. Users will be liable for any misplace of, loss of, or damage to, equipment or other items while in their charge. At the end of reservation period, users should return equipment and other items to their original locations; breach of this regulation twice, the authorized faculty member may be suspended the right of borrowing the space for 6 months.

III. Opening Hours

Daytime: Monday – Friday: 9:00 AM – 5:00 PM

Evening: Monday – Friday: 5:00 PM – 9:00 PM (borrowing service not available)

IV. Miscellaneous

These regulations are instituted under the provisions of "National Cheng Kung University Library Policy for Using Library", "National Cheng Kung University Library Card Application Rules", and "National Cheng Kung University Library Rules for Reader Violations".

In case of discrepancies between the English translation (this document) and the Chinese version (the source document), the Chinese version shall prevail. If there are changes made to the regulations, the application instruction shall be based on amended regulations.