

National Chung Hsing University Instructions for Applications for Library Group Visit Service

These instructions are established in order to assist users understand the resources, services and environment of the National Chung Hsing University Library (“Library”).

Article 1 Service object

The serviced members include the following:

1. Teaching staff, employees and students of the University.
2. Any group of 10 external members or above.
3. Any student group of 20 members or above composed of third-year senior high school students or colleagues (third-year or above for five-year colleagues) led by teachers.

Article 2 Application Method

1. The application should be filed 10 days prior to the contemplated visit time by completing and submitting the “National Chung Hsing University Library Group Guided Tour Application Form” on the website of the Library.
2. After receipt of the application, the Library will confirm by telephone or email.
3. A guided tour can service no more than 50 persons each time. If the group exceeds 50 persons, the applicant should divide them into several groups. The Library will accept no more than 100 persons at the same time.

Article 3. Service Hours

1. Monday to Friday: 9am to 12 noon, 2pm to 5pm.
2. Tours are not available during public holidays and weekends.
3. Each visit will not exceed one hour in principle.

Article 4. Instructions

1. The visiting group should comply with relevant reading rules of the Library. Please leave the Library as a group at the end of the visit.
2. To maintain the interest of other readers, please keep quite inside the Library. Eating and drinking are prohibited.
3. If the applicant cannot show up, please inform the Library in advance.

Article 5. These rules are published and implemented after approval by the Library Executive Meeting and approval by the Library Director. The same shall be applicable to any amendment hereof.