

# Guidelines for Using National Taipei University of Education Library Facilities

Passed by the library assembly

meeting on February 16, 2011

**[Article 1]** This guideline is set out in order to achieve the facilities service and management for the Library Resources Promotion Room, Audio-visual Group Viewing Room and Discussion Rooms.

**[Article 2]** Facilities:

1. One Resources Promotion Room available on the 4th floor: The room is for library resources promoting and teaching purpose for NTUE librarians and faculties, the capacity will be between 15 to 40 people.
2. One Audio-visual Group Viewing Room available on the 4th floor: The room is for NTUE faculties, staffs and students to make use of the audio-visual materials for discussion. A request can be raised by at least 5 or more people and subject to a maximum of 10 people.
3. Discussion Rooms: These rooms are for NTUE faculties, staffs and students to use for discussion. One is available on 4th floor, which can be raised request by 5 or more people and subject to a maximum of 12 people. Another 2 rooms are available on the 5th floor. A request can be raised by at least 3 or more people and subject to a maximum of 6 people.

**[Article 3]** Application and Usage

1. Please make the reservation on line within 2 weeks. Reservation cancellation must be made no later than the reserved session on line or contact the reference desk.
2. Duration of use is subject to a maximum of 2 hours or for the duration of the film per session. No fixed-time reservation for full term is provided.
3. Once the reservation has been approved, the applicant should present the library card to the reference desk within 15 minutes. Failure to show up within 15 minutes after a seat is available to him/her would result in the access being automatically cancelled. In addition, it would be considered as a waiver of the reserved session and counted as a "No Show." Applicants who accumulate three "No Shows" will be suspended from further use of the rooms for three months.

**[Article 4]** Notice

1. If the reservation is made for teaching purpose, the teacher or the representative should keep order in the room. Users who assume others' names will have their privileges suspended permanently.
2. For safety and management reasons, please do not lock the door. The library staff can get in at any time.
3. Please only use the audio-video materials borrowed from the library. If you would like to use any material not from NTUE library, please ask the library staff's permission and abide by the relevant provisions of the Copyright Law.
4. Please clean the room after using the facilities and inform the library staff to check. Library card will be returned after checking.

**[Article 5]** For those which are not stated will be deal with under the Guidelines for National Taipei University of Education Library Readers.

**[Article 6]** These guidelines and the amendments thereof take effect after approval of the Library Assembly Meeting.