

## **Instructions for External Visitors of National Chung Hsing University Library**

Approved by the 37<sup>th</sup> Library Executive Meeting on 19 December 2008

Revision approved by the 18<sup>th</sup> Executive Meeting on 6 August 2009

1. Visitors outside the University aged 18 or above may present valid IDs (ID cards, driver's licenses, health insurance cards with photos, student or teacher's cards of other schools) in exchange for a temporary reading card ("Access Cards") to access the Library. Third-year senior high school students under the age of 18 may present student cards from their schools in exchange for the Cards to access the Library.
2. To protect the interest of the students and teachers of the University, during the same period, the number of external visitors to the Library shall be limited to 200. The Library will adjust the number of persons properly based on the actual situation. During mid-term and final examination periods, the Library will not be open to external visitors, except senior readers and readers with special requirements.
3. The Access Card should be returned upon departure and the original ID will be returned. The Library is not responsible for the safekeeping of any ID that is not claimed after the deadline.
4. If any Access Card is damaged, lost or not claimed within 2 days, no application for access to the Library will be accepted for one month.
5. The Access Card is personal and may not be assigned, exchanged or duplicated. Otherwise, no application for access to the Library will be accepted for one month.
6. Visitors should comply with various rules and regulations of the Library and jointly maintain the quality of reading environment inside the Library.