

National Chung Hsing University Rules for Using Library Bulletin Boards and Poster Shelves

Approved by the 5th Executive Meeting of 2010 on 26 February 2010

Article 1. The National Chung Hsing University Library (“Library”) has established the National Chung Hsing University Rules for Using Library Bulletin Boards and Poster Shelves (“Rules”) in order to service teachers, students or other organizations of the University for holding events in the Library.

Article 2. Any teacher, student or other organization holding any event in the Library may file an application to use the bulletin board or poster shelf in accordance with these Rules.

Article 3. The borrower should present a service badge, student card or other ID with personal photo to the Reference Desk on the first floor of the Library and complete an application form.

Article 4. Borrowing Rules:

1. Available Hours: Reservations may be made 2 weeks before the event. Please make a reservation by completing an application form at the Reference Desk on the first floor of the Library. One day before the event, the borrowing procedure for bulletin board and poster shelf may be carried out by providing an ID to the Reference Desk on the first floor of the Library. The items should be returned immediately after the end of the event.
2. Quantity: A total of three units may be borrowed in principle.
3. Location: Entrance of the event location and the right sides of elevators No. 3 and 6 on the first floor of the Library (facing the elevators). The items may not be placed in any other location of the Library, nor may they be brought outside the Library.
4. The borrower should clean up and return the items to the original condition after use. Please use acrylic boards and poster clips to fix the posters. If tape is required, please use paper tape to the extent possible. Upon return, please clean up the tape marks.
5. The borrower is responsible for the safekeeping during the borrowing period and shall be liable for compensation in case of any loss or destruction.

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