

National Chung Hsing University Library

Guided Tour Service Application Guidelines

Article 1

The National Chung Hsing University Library (hereinafter referred to as “the Library”) has formulated the Guided Tour Service Application Guidelines to help users understand its resources, services, and environment.

Article 2

Eligibility:

1. NCHU faculty and students
2. Groups of 10 or more from external organizations or institutions
3. Groups of 20 or more senior high schoolers or above (including junior colleges) led by teachers

Service time:

1. 9:00~12:00 and 14:00~17:00 Monday to Friday
2. Closed on weekends and national holidays

Description:

1. Guided tours and presentations to introduce visitors to facilities and services on each floor
2. Tours last approximately 30 to 60 minutes

Article 3

Bookings

1. Please call 04-22840290 ext. 146 at least 10 days in advance to discuss scheduling and related matters.
2. After reservation, please download, fill out, and submit a Group Visit and Guided Tour Application. The Library will respond via phone or email to confirm arrangements.
3. The maximum group size for a tour is 50 people. Please split bigger ones down into two or more smaller ones. The total number of visitors during the same period should not exceed 100.

Article 4

Important Notes

1. Participants must comply with Library regulations and leave as a group after the visit.
2. To respect the rights of others, please maintain silence and no food in the library building.
3. If the unit cannot visit as scheduled, please notify the Library in advance.