

## How Do I Use Library Resources?

~ For 109<sup>th</sup> School Year Freshman of Undergraduate, Graduate and PhD

Welcome to the library! The following are the rules and regulations:

### 1. Library's account and password

- i. Library's account and password can be used for online renewals, books reservation, personal loaning status, online information retrieval service, outer campus access to E-resources service, and automatic book loaning machine.
- ii. Library account number is the same as the the Campus Information System.
- iii. Personal Loaning Status: by visiting library website(Chinese version)—[User Services]讀者登入—我的書房, user can login via account and password to set up personal data, such as E-mail and resetting password, or check upon loaning status, due dates, books reservation, book renewals, book's fines etc.
- iv. **User are required to confirm their account number, password and email. Email will be send to inform the arrivals of reserved books, due dates, and overdue notifications.**

### 2. Books and Multimedia Materials Loan Service

- i. Loaning Privileges: user may checkout up to 50 books with loan period of 6 weeks, 3 multimedia audio-visual materials with loan period of 7 days, 1 Tablet PC with loan period 7 days.
- ii. Renewal: Two-times renewal are available unless items have been placed on hold for other users. Books will extend for another 6 weeks. Multimedia audio-visual material will extend for another 7 days.
- iii. Renewal Procedure: by visiting library website(Chinese version) and login via library's account and password—[User Services]讀者登入—[Personal Loaning Status]我的借閱歷史, choose the books that needed to be renew and select [Renewal]續借. The process is complete when the system shows [Item Renew] and it's [Due Date]. (This process can only be done 7 days before the due date.)
- iv. Reservation: if attempting to borrow the book, which was lent to others, user can online reserve for that book.
- v. Reservation Procedure: by visiting library website, search for the book on webpac, click on the [Reservation]預約 and enter account number and password. The process is complete when the system displays reservation succeeds. When the item is return, library will inform user by email to come and collect the item in the circulation counter. Users are required to collect the item in 3 days for books, 2 days for multimedia items before they are returned to circulation.
- vi. Over Due: User that fail to return before the due date, will be fine NT\$ 5 each book per day, NT\$ 20 each for multimedia material per day and NT\$ 50 each for the Tablet PC per day
- vii. Returning: Books are to be return before due date at the circulation counter or book drop. Multimedia materials are required to return to the multimedia room's circulation counter personally on weekdays during opening hours, returning through book drop is prohibited.

	Material	Loan Limit	Loan Period	Renew	Fines	Held Period For Reserve Item
Undergraduate	Books	30	3 weeks	Renew twice	NT\$ 5 per day	3 days
Graduate and PhD		50	6 weeks	Renew twice	NT\$ 5 per day	3 days
	Multimedia Materials	3	7 days	Renew twice	NT\$ 20 per day	2 days
	Tablet PC	1	7days	Renew twice	NT\$ 50 per day	2 days

### 3. Library Resources

- i. Search for books/journals collection, multimedia materials: by visiting library website, enter information such as title, author on the [Quick Research].
- ii. Access to electronic resources such as E-Book, E-Journal, E-Database and other resources by visiting Library Website(Chinese version)—[E-resources] 電子資源—[E-resources Management Gateway] 電子資源總覽 and login via account and password.
- iii. Books Recommendation: by visiting library website(Chinese version), click on the [Webpac Catalog] 館藏查詢—[Recommended Books] 圖書推薦, fill in the application online after read through the instruction given. Please check on the library catalog before recommending, any item that has been on the library catalog will not be purchase.

### 4. Access To Electronic Resources From Outer Campus—outer campus connection setup

User can access to E-Resources at home after setting up the outer campus connection. Please visit library website(Chinese version), login via account and password.

(E-resources 電子資源-[E-resources Management Gateway] 電子資源總覽)

### 5. Library Resources Education Courses

- i. By visiting library website(Chinese version)—[E-resources] 電子資源—[E-learning Courses] 數位學習課程, course of digital learning materials are provided to guide user the used of library e-resources.
- ii. E-resources education courses are provided each semester to teach user in search of data and the used of library resources. Courses will be announced on the library website(Chinese version)—[Library news] 最新消息. Users up to 5 persons are also welcome to sign up for self-select courses. User that are interested can contact Reference Service Section, (04)22183219 or Email: [lib3219@mail.ntcu.edu.tw](mailto:lib3219@mail.ntcu.edu.tw)

### 6. Course Reserves Services

- i. Course Reserves Resources

Teachers may place assigned readings and course-related books in “Course Reserves Resources Area” on the 2<sup>nd</sup> floor. Multimedia materials are placed in the multimedia room on the 5<sup>th</sup> floor. Assign materials are not allow to loan out.

- ii. Search for Course Reserves Resources: by visiting library website(Chinese version)—[Webpac Catalog] 館藏查詢—[Course Reserves] 教師指定參考資源. User can browse for required material using info such as teacher’s name or department. Resources list for past years resources are kept for reference.

### 7. Reference Consultation

Librarians are available to assist users in finding information. Other services include: bibliographic instruction and general instructions for e-resources. Any issue related to library, please seek help from Reference Service Section on the 2<sup>nd</sup> floor or contact by call (04)22183219 or Email:

[lib3219@mail.ntcu.edu.tw](mailto:lib3219@mail.ntcu.edu.tw)

### 8. Interlibrary Cooperation—(Nationwide Document Delivery Service, NDDS)

- i. NDDS provide user to obtain information from other organization’s libraries if the required item or information is not available in NTCU library collection(Chinese version). Payment is needed for applying photocopies of information or loaning of books.
- ii. Becoming A User: by visiting library website(Chinese version)—[User Service] 讀者服務—[Interlibrary Cooperation]—[NDDS] 館際合作, apply an account and password. User is able to use NDDS after receiving email approval.
- iii. Before apply NDDS, please confirm the required item is unavailable in the NTCU library collection.

## 9. Interlibrary Loan Service within the “Taichung Area Academic Library Consortium.”

- i. This consortium allow students of the participated library loan books from other participated library, each user can apply up to 3 of the following universities..
- ii. Qualification:
  - (a) Staff of participated universities library (Excluding part-time teacher)
  - (b) Students of participated universities library.
- iii. Interlibrary Card Apply Procedure: by visiting library website(Chinese version) User Service] 讀者服務— [Taichung Area Academic Library consortium] 中部聯盟館. Click on the [login/apply] at the user section, fill in personal data and wait for email approval. After receiving the approval email, login again and choose 3 libraries. After receiving the second email, bring along the required documents to the circulation counter within 5 days after the second email (student ID, one inch photo, user who wishes to extend membership should bring along their previous interlibrary card).
- iv. Loaning privilege: one effective year from 1<sup>st</sup> August till next year 31<sup>st</sup> July. Graduating students only valid till next year 30<sup>th</sup> April.
- v. Users are require to reapply interlibrary card if intend to continue interlibrary loan period. Date of apply start from 1<sup>st</sup> of August.

## 10. Reading Club

- i. The 1 to 4 weeks of each semester will be open for registration allowing students and teachers that are interested in forming reading club.
- ii. Reading club can choose a theme based on their interest topic.
- iii. Reward: at the end of the program, library will select and award the outstanding group by type as a form of encouragement.
- iv. Check on the announcement for the procedure of forming a reading club, please visit library website(Chinese version)—[Reading Club]讀書會

## 11. Reading Program (Book Exhibition /Multimedia Film Exhibition)

- i. Each semester, library organizes reading program, including books and multimedia films exhibition. The exhibition covers the themes such as natural sciences, ethics, literature and arts, social analysis, foreign culture, historical research etc.
- ii. During the exhibition, display books can be loan out, multimedia materials can only be broadcast in the multimedia room.
- iii. Book list for the exhibition will be post on the library website and the schedule of the film will be put up on the bulletin board of the multimedia room.

## 12. Discussion Room

Students and teacher with group of three or more can apply for the discussion room by reservation on-site registration. Reservation can be made a week ahead at the circulation counter. If user did not show up after 10 minutes of appointed time, reservation will be cancel. Student ID will be hold at the circulation counter until the room is return. Each used of the room cannot be more than 2 hours.

## 13. Multimedia Group Room

Group of four or more can apply the Multimedia Group Room by reservation or on-site registration. Student ID will be hold at the multimedia room counter until the room is return. Each used of the room cannot be more than 3 hours.

## 14. Library Opening Hours

Library Website(Chinese version)—[Library Guide]圖書館導覽—[Opening Hours]開館時間.

Please check updated announcement on opening hours for winter and summer break, also holiday.  
<http://www.lib.ntcu.edu.tw>