Content

Title：	National Taiwan Arts Education Center Library Guide and Directions Ch
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Legislative：	No.0980001745 Formulated on June 11th,2009 No.1050001872 Revised on June 2nd,2016
Content：	1. Opening Hours (1) Tuesdays to Sundays, 9:00 a.m. - 5:00 p.m. The Library will be closed on Mondays and Chinese Lunar New Year's Eve and New Year's first day. (2) The public can come freely during opening hours. Children below six years old should be accompanied by their parents. 2. Enquiry Services (1) On the first floor, the staff of the Library will provide enquiry services. People can contact the Library via telephone, fax, mail, and email as well. (2) There are computers providing call numbers for the readers to find the books requested. 3. Reading Services (1) The following databases are accessible for the readers: I. Chinese Publications II. Western Publications III. Journals IV. Visual-Audio DVDs V. Foreign Arts Education Publications VI. New Publications (2) The readers can access all books on open shelves except for the Foreign Arts Education Publications. After reading, the readers should put the books back to the original place or return them to the staff. (3) Foreign Arts Education Publications are the Center's special collections, so the readers who want to borrow them should give their IDs as temporary guarantees to the staff. (4) When books need to be examined, checked up, and re-organized or due to some other necessary reasons, the Library will be temporarily closed. (5) Visual-Audio DVDs: I. Only the visual-audio DVDs provided by the Library can be used. II. Except for any special permission, the readers shouldn't use their own visual-audio DVDs in the Library. III.Visual-audio DVDs cannot be taken outside. Each reader can only borrow and watch one DVD at one time in the Library. (6) Rules for Using Computer I. The readers should register at the service counter prior to use. II.Each reader can only reserve one computer and is allowed to use it for one hour each time. If the computer will be available in the following hour, the reader can start to register for continual use five minutes before the previous session ends. III.Registration will be automatically cancelled if the reader leaves away from the seat for over five minutes or fails to arrive within five minutes after

the registered session begins.
IV. The library doesn't provide services for saving data or copying CDs or DVDs.
V. Users are forbidden to destroy the library's internal and external network facilities, spread computer viruses, alter computer programs, interrupt other readers' work, weaken internet security, violate the law and order, or act inappropriately.

4. Document Retrieval

(1) If the reader wants to access Chinese or Western publications, he or she can go to the service counter to apply.
(2) When applying for books, the readers should check the catalogue of the Library's collections and fill in the form so that the service staff can help the document retrieval.
(3) Five books will be allowed to be retrieved for each reader at one time.
(4) After reading, the readers should return the books back to the service staff.

5. Compensation for Damage

If the reader steals, spoils, damages, destroys the library's facilities, equipments, and various data and books, his or her right of using the library will be suspended or deprived depending on levels of behaviors. If necessary, the Library will send the reader to the police station or ask for payment of compensation in cash according to the various prices of the related damages.

6. Others

(1) The readers who enter into the Library should be neatly dressed, keep quiet, and maintain the cleanliness of the environment. The readers can neither make noises nor spit, smoke, drink and eat, or disturb other readers. Any mobile communication equipments and electronic products need to be turned off or at least be kept in silent mode.
(2) To read books, periodicals, or newspapers or to watch DVD, the readers can only take one copy each time and after using, return it to the allocated or original place.
(3) It is not allowed to occupy the Library's seats to do non-reading activities.
(4) Except for personal notebook, the readers should prepare batteries for their own electrical products. The Library doesn't supply any extra electricity. A legal compensation has to be made if the readers use electricity without permission and thus cause an immediate danger to other people or the environment.
(5) Pets and dangerous objects are not allowed in the Library. It is also forbidden to post any advertisements, circulate leaflets, or selling commercial goods.
(6) Precious belongs or self-owned books have to be safeguarded by the readers themselves. The Library has no responsibility for any loss of private valuable items.
(7) If violating the rules and disobeying the staff's persuasion, depending on the situation, the reader could be asked to leave the Library or be suspended and forbidden to use the Library temporarily. If the situation is serious, the Library will ask the police to act according to the law.
(8) If any emergency occurs, the staff will indicate the readers to reach safe areas.

Attachments：	圖書室閱覽須知提閱單.odt 藝術教育圖書室閱覽須知提閱單英譯.pdf

Data Source： Laws and Regulations Retrieving System