

In accordance with Article 36 of the NDHU Library Usage Rules which were ratified on February 27, 2011

Venue name (Capacity)	Designated purpose	Availability	Application method and usage regulations
Electronic resources access area (Individual)	Library catalog and database searches	Only available during library opening hours	Access after registration at the information desk on the 1 st and 2 nd floor
A/V media and microform area (Individual)	Use of visual and audio materials and microforms	1. Only available during library opening hours 2. Maximum of four hours per session	Registration at the information desk on the 1st floor. Users exchange their library card, ID card, or passport for equipment or keys
A/V media viewing room (a total of 3 rooms with a capacity of 10 each)	Educational activities for staff and faculty members and students	1. Only available during library opening hours 2. Maximum of four hours per session	1. Applications have to be submitted by at least three users 2. No reservation can be made for the use of these rooms 3. No extensions allowed
Group study (a total of 6 rooms with a capacity of 10-12 each)	Staff and faculty members and students use library books and materials for education, research, and discussion	1. Only available during library opening hours 2. Maximum of four hours per session	1. Applications have to be submitted by at least three users 2. No reservation can be made for the use of these rooms 3.No extensions allowed
Study carrel (a total of 27 rooms for individual long-term use)	Thesis composition and research conducted by MA and PhD candidates	1. Only available during library opening hours 2. Maximum of 28 days	1. Application time : Academic Year(9/25~9/14 next year) 2. Rooms are allocated on a first come first served basis 3. Users have to register at the information desk every time they use the rooms and retrieve the keys which have to be returned when they leave 4. If users fail to use the facilities 4 days in a row or lend them to other users, the center is authorized to allocate them to other users
Temporary study carrel (a total of three rooms for individual use)	Study and research area for students	1. Only available during library opening hours 2. Maximum of four hours per session	1. No reservations can be made for the use of these rooms 2. No extensions allowed
Seminar room (one room with a capacity of 20) Multimedia screening room (one room with a capacity of 60)	Courses and activities organized by the library	During the semester (except public holidays) from 9am to 12pm and 1pm to 4pm. Library personnel has to be present	If no library classes or activities are scheduled, NDHU instructors may submit applications online for the use of this room 2 to 14 workdays in advance.
Yang Mu Library (30 people)	1. Displaying Yang Mu's works and collections. 2. Ideal for small presentations, group meeting, events.	Available during the library opening hours	1. An application needs to be filed 2 months before the proposed date of the event (please download the application form LIC313 at library website) 2. Book directly at the information desk for a maximum of 1 hour per day 3. When there is the need of playing films/videos at the Yang Mu Library, please keep the audiences under 30 in order not to disturb other patrons
Notes	1. Users are not allowed to transfer the right to use venues to other users and have to abide by the usage regulations and maintain a quiet and clean environment. Venues may not be used for purposes other than the designated use and have to be restored to their original condition after use. 2. Library personnel is authorized to access venues for cleaning and maintenance operations without obtaining permission of the user.		