

## Application Form for Library Instruction

Department and Level: \_\_\_\_\_ Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date	Time	Number of participants
Year/ Month/Date  (This service is not available on Saturdays, Sundays, and national holidays.)	<input type="checkbox"/> AM 9 : 00 - 11 : 00	
	<input type="checkbox"/> AM 10 : 00 - 12 : 00	
	<input type="checkbox"/> PM 13 : 00 - 15 : 00	
	<input type="checkbox"/> PM 14 : 00 - 16 : 00	
	<input type="checkbox"/> PM 18 : 30 - 20 : 30 ** This time slot is only available for application by in-service students during the semester, and evening classes are suspended during winter and summer vacations.	
<b>Description of your needs for the course content: (For example, databases that must be covered, library services you want to learn about...)</b>  <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

### **Class Description:**

1. The class will last approximately 2 hours. Please apply two weeks in advance.
2. Due to the limitations of the venue, the number of participants is limited to 5-32 people. If the number of participants exceeds this limit, please arrange for two sessions or find another venue.

### **Reservation Methods:**

1. Phone reservation: Please contact the Outreach and Information Section at 02-82377066 (extension 77066 on campus).
2. In-person registration: Please bring the reservation form to the Library Outreach and Information office at the 5<sup>th</sup> floor at the Dah Hsian Seetoo Library to register.
3. Email registration: Please send the reservation form to [libnews@nccu.edu.tw](mailto:libnews@nccu.edu.tw).