

## Application Form for Visiting the NCCU Libraries

<b>Affiliation</b>		<b>Applicant</b>	
<b>Phone Number</b>		<b>E-Mail</b>	
<b>Group Leader and Title</b>		<b>Number of participants</b>	
<b>Visit Date and Time</b>			
<b>Language</b>	<input type="checkbox"/> Chinese <input type="checkbox"/> English		
<b>Guest Category</b>	<input type="checkbox"/> NCCU faculty and students <input type="checkbox"/> Guests received by NCCU <input type="checkbox"/> Librarians or Library Information Science professors and students <input type="checkbox"/> Student groups led by teachers from senior high schools or universities		
<b>Planned Visit Site</b>	<b>Expected Duration of the Visit</b>	<b>Please specify any special requirements</b>	
<input type="checkbox"/> Main Library	Hours /     Minutes		
<input type="checkbox"/> Dah Hsian Seetoo Library	Hours /     Minutes		
<input type="checkbox"/> Social Sciences Library	Hours /     Minutes		
<input type="checkbox"/> Commerce Library	Hours /     Minutes		
<input type="checkbox"/> Communication Library	Hours /     Minutes		

### **Application Instructions**

1. After filling out this form, please send it to [libnews@nccu.edu.tw](mailto:libnews@nccu.edu.tw) with an official letter at least two weeks before the tour date.
2. Library Tour Service Time: Monday to Friday from 9:00 am to 11:30 am and from 1:30 pm to 4:30 pm.
3. The number of visitors must be 5 people or more. To maintain a quiet library atmosphere, groups cannot exceed 50 people at any given time or 100 people in total for the day.