

# National Taiwan Normal University Library Guide on Application for Research Assistance and Data

Passed in the Library Affairs Meeting on March 26, 2024

- I. The National Taiwan Normal University Library (hereinafter referred to as the "Library") prepared this Guide to assist colleges and universities in obtaining information of the Library through questionnaires, interviews, or other means to meet teaching and research needs.
- II. Principles for accepting applications
  - (I) Applicants are required to provide the following information (including contact information):
    1. Basic information
      - (1) Courses: The investigator's name, department and year, course name, course instructor, and assignment topic
      - (2) Research projects: Name of the project leader and research assistants, project name, and research outline
      - (3) Thesis or dissertation: The researcher's name, school and institute name, title of the thesis or dissertation, advisor, and research outline
    2. Description of requirements: Specify the information and assistance needed from the Library. Please attach the questionnaire or interview outline if the investigation involves a questionnaire or interview.
  - (II) In principle, the scope of application is limited to the Library's information, and librarians can decide whether to accept applications that involve their personal information.
  - (III) Investigations that do not deal with the Library's affairs or librarians but are conducted in the Library must respect the intentions of readers. If any situation affects the rights and interests of readers, the Library may immediately terminate the investigation.
  - (IV) No information related to personnel and funding will be provided.
  - (V) The information provided by the Library shall be limited to existing data, in principle, and no other aggregated information will be provided.
  - (VI) If the investigation deals with information already available on the Library's website, the Library may guide the applicant to collect the information, but will not accept an interview or respond.
  - (VII) Please submit an application in advance. No extempore investigations or interviews will be accepted.
  - (VIII) The Library will not assist in distributing questionnaires.
- III. Application Procedure
  - (I) Submit an application in writing (official document or letter) or via e-mail to the Office of the University Librarian.
  - (II) The application will be sent to relevant departments of the Library for comments, and will be handled by the processing unit after being approved by the University Librarian.

- IV. If the investigation outcomes cite the Library's data, a copy of the report shall be provided to the Library.
- V. This Notice shall be implemented upon approval in a Library Affairs Meeting. The same shall apply to all subsequent amendments.