

Chung Yuan Christian University Library

Guidelines for “The Outstanding Volunteer Award” and “The Innovation Dedication Award”

Formulated on 29th, November, 1994

Updated on 5th, May, 1996

1. The regulations are formulated to encourage part-time workers and volunteers to actively serve, promote creativity, and increase the quality of service.
2. **Eligibility:** Part-time workers and volunteers who participate in the CYCU Library service and former part-time workers who have met the requirements before ending their service may apply.
3. **Essentials:**
 - A. **The Outstanding Volunteer Award:**
 - a. Those who have participated in work on the editing procedures, handbook production or technical documents for more than two years and have been officially approved.
 - b. Those who have submitted proposals for improving operations or processes which were officially approved and taken into practice.
 - c. Those who have performed well in service, been recommended by readers and have been officially approved.
 - d. Those who have completed a project which helped improve operations and services.
 - B. **The Innovation Dedication Award:** People who meet the requirements below may apply:
People who have contributed through their creativeness and have proposed projects of integrative innovation which have been approved.
4. **Approval:** After receiving a recommendation from the director and being accepted and verified by the 7-member group, the reward may be issued.
5. **Reward:**
 - A. A certificate.
 - B. People who get the Innovation Dedication Award can apply for a letter of recommendation from the Library Director for graduate school or work application.
6. **Processing time:**
Processing will take place every year before May 1st or December 1st for each semester. After being accepted and verified by the 7-member group, the reward may be issued to the public at regular intervals.
7. These regulations are to be approved by the Library Director and put into practice.