

# **New Student Orientation Ceremony**

## **Library Resources at NTOU: An Introduction**

**Office of Library & Information Technology  
National Taiwan Ocean University**

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**Dean, Office of Library & Information  
Technology**

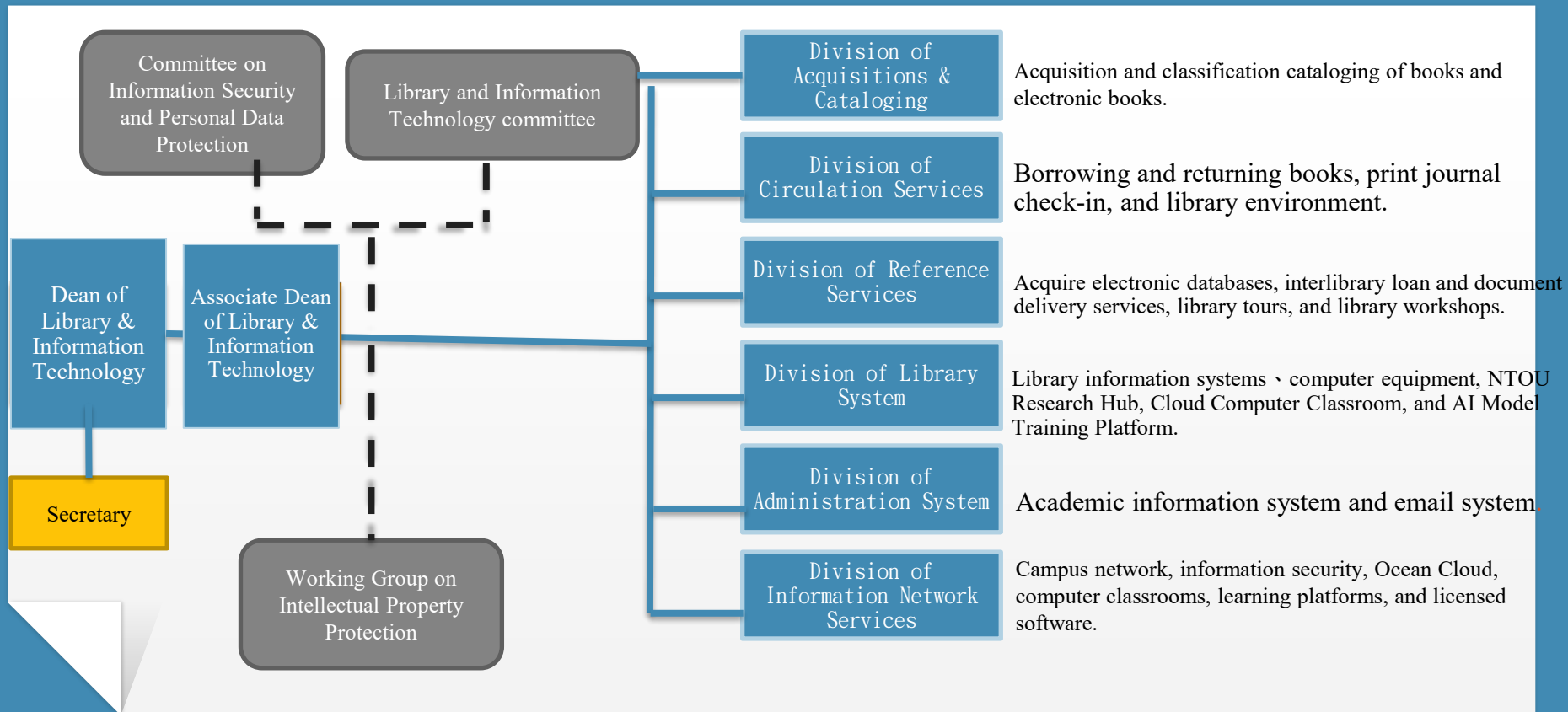
**September 5, 2025**



# Outline

- I. Overview of Office of Library & Information Technology and Contact Windows for Each Service.
- II. Library Resources: Collection Overview and University Research Resources.
- III. Service Usage Part 1: Borrowing Services and Notes on Using Electronic Resources Off-Campus.
- IV. Service Usage Part 2: Academic Information System, Email System, Wireless Network, and Software Information Services.
- V. Space and Equipment : Smart Services, Featured Spaces, and New Spaces.
- VI. AI and Digital Tools: AI Resource Library, NTOU AI Online Tools, AI Model Training Platform, Cloud Computer Classroom, AI Knowledge Workshop (Exploring AI Tool Research Applications).
- VII. Information Security and Intellectual Property: Information Security and Intellectual Property Rights.
- VIII. Library Introduction Activities: Freshmen Orientation on September 7, 2025 (Sunday), and Library Back-to-School Activities.
- IX. Appendix: Library Service Items and Information Service Items.
- X. Contact Information of the Division.

# I. Overview of the Library and Information Division



# I. Service Contact Points of This Office

| Services  | Office   | Location  | Extensions             |
|---|--|---|------------------------|
| Borrowing Services, Smart Services,<br>New Spaces-Learning and Creation Performance Hall,<br>Soundproof Pod and Virtual Studio.   | Division of Circulation<br>Services  | 2nd floor of the library  | 1181、1187<br>1188、1189 |
| Discussion Room、Group Viewing Room.   | Division of Circulation<br>Services<br>Division of Reference<br>Services     | 2nd floor of the library  | 1187<br>2125、2114      |
| AI Knowledge Workshop – Exploring research applications of<br>AI tools together.<br>2025 back-to-school activities.   | Division of Reference<br>Services  | 2nd floor of the library  | 2125、2114              |
| Setting up Off-campus Access  | Division of Library<br>System<br>Division of Information<br>Network Services | 1st floor of the library  | 1171                   |
| New space-AI Co-Creation Classroom (Physical classroom)<br>NTOU AI online tool resource service, AI Resource Hub<br>AI Model Training Platform, and Cloud Computer Classroom. | Division of Library<br>System  | 1st floor of the library<br>Information Center (Mechanical and<br>Mechatronic Engineering Building B,<br>4th Floor) | 2101、2110<br>2122      |
| Academic information system.<br>Email.  | Division of<br>Administration System   | Information Center (Mechanical<br>and Mechatronic Engineering<br>Building B, 4th Floor)                             | 1172                   |
| Wireless network、Software and information services、<br>Information security、Intellectual property protection  | Division of Information<br>Network Services                                  | Information Center (Mechanical<br>and Mechatronic Engineering<br>Building B, 4th Floor)                             | 1171                   |

## II. Library Resources:

### Collection and Resource Overview

#### (Acquisitions and Cataloging Section)

Tens of millions invested in knowledge:

- More than 345,000 books.
- Over 200 current journal titles.
- 70,000 bound volumes of journals.
- Nearly 9,000 audiovisual items.
- Over 560,000 e-books.
- More than 10,000 electronic journal titles.
- About 100 databases.



We cooperate with nearly 400 partner libraries in Taiwan to provide document delivery and interlibrary loan services.

Updated: August 2025.

# III. Library Resources:

## University Research Resources

### (Reference and Consultation Section)

- **Using existing university resources**
  1. Multiple search systems are available: Library Catalog System, NTOU Research Talent Database, Thesis and Dissertation System, Institutional Repository, and Digital Thesis Consortium, etc.
  2. Electronic resources: e-journals, various professional databases, and e-books.
- **Through interlibrary cooperation—seeking resource support.**
  1. Nationwide Document Delivery Service (NDDS) (nearly 400 institutions).
  2. Interlibrary Loan Card (34 institutions).
  3. University System of Taipei-Library Resource Sharing Platform (4 universities) – Counter borrowing/returning, proxy borrowing and returning.

# III. Service Usage

## Part 1: Borrowing Services

### (Circulation Section)

1. Borrowing period (using general books as an example); the actual due date is based on the system. Personal borrowing status can be checked on the Office of Library & Information Technology website.
  - Master's students may borrow 40 volumes for 60 days
  - Undergraduate students may borrow 20 volumes for 30 days.
2. If a book has been reserved when borrowed, the loan period is shortened to 14 days.
3. If a book is checked out by someone else, you may place an online reservation. If the reserved book is not borrowed within 5 days after arrival, the reservation will be canceled.
4. Renewal can be made online 5 days before the due date; up to 2 renewals are allowed.
5. Overdue: NT\$5 per book per day, accumulated.
6. All library notices are sent by email to the school-provided email account (studentID@mail.ntou.edu.tw).

Click  
"Office of Library & Information Technology."

The image shows two side-by-side screenshots. The left screenshot is the NTOU Library Catalog (WebPAC) search interface. It features a search bar with a dropdown menu for 'Sorted By' and a 'Submit' button. Below the search bar, there are search tips and a list of search criteria. A red box highlights the '個人借閱紀錄' (Personal Borrowing Record) link in the '其他查詢' (Other Search) section. The right screenshot is the homepage of the Office of Library & Information Technology. It features a large banner with the text '讓你快速認識 圖書暨資訊處' (Let you quickly recognize the Library and Information Technology Office). A red box highlights the '圖書查詢' (Book Search) link in the top navigation bar.

NTOU LIBRARY CATALOG

WebPAC PRO © Innovative Interfaces, Inc.

# III. Service Usage

## Part 1: Notes on Using Electronic Resources Off-Campus (Library Systems Section, Information Network Services Section)

### 1. VPN Method



- Please refer to the [website instructions](#) for detailed steps; by configuring, a VPN tunnel can be established to access university network resources.
- After use, please disconnect and log out.

### 2. Proxy Method

- Go to the Office of Library & Information Technology website → e-book/ e-journal → select an electronic resource
- a pop-up window appears → enter your school email account and password.

### 3. Cloud Computer Classroom (web platform)

- provides two services: Windows desktop and applications.
- Services on the platform use the campus IP, so when off-campus you can still access the library's electronic resources.

網路和網際網路 > VPN

VPN 連線

NTOU VPN  
已連線

國立臺灣海洋大學 圖書暨資訊處

登入國立臺灣海洋大學圖書暨資訊處

請輸入您的EMAIL帳號及密碼。  
例如EMAIL為junior@mail.ntou.edu.tw帳號，密碼請輸入junior即可。

帳號:

密碼:

驗證碼:  676552

登入 無法登入嗎? 訪客請看我





# IV. Service Usage

## Part 2: Academic Information System

(Division of Administration System) <https://ais.ntou.edu.tw/>

1. Log in to the Academic Affairs System Click  
“National Taiwan Ocean University Homepage.”

2. Log in

1. Academic Affairs

2. Student Records

3. Course Selection

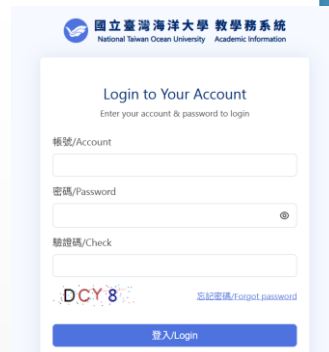
4. Faculty Research Achievements and Expertise

5. Career Development

6. Admissions and Exams

7. Counseling System

8. Student Housing Management, Club Management, etc.



# IV. Service Usage

## Part 2: Email System

(Division of Administration System) <https://mail.ntou.edu.tw/>

1. Email format: [studentID@mail.ntou.edu.tw](mailto:studentID@mail.ntou.edu.tw)
2. First-time users must click “Activate Account” and set a password.
3. Campus mailbox capacity: 500MB.
4. Provides sending/receiving both on- and off-campus, and scheduled email sending.
5. The school email system is self-hosted, not Gmail accounts.
6. You may use Gmail, Outlook, and similar software to receive mail; configuration settings can be found in the FAQ.



# IV. Service Usage

## Part 2: Wireless Network

### (Information Network Services Section)

#### NTOU Campus

1. Wi-Fi: ntou; ntou-802.1x
  - Account: student ID
  - Password: school email password

#### Campus Wireless Roaming

2. Wi-Fi: eduroam
3. Allowing use of NTOU account to roam across other universities' networks.
  - Account: studentID@ntou.edu.tw
  - Password: use the NTOU email password

Click

國立臺灣海洋大學 圖書暨資訊處 "Office of Library & Information Technology."

關於本處 服務職掌 圖書期刊 電子資源 閱覽服務 參考服務 校園E化 開放時間 常見問題

首頁 / 校園E化 / 校園無線網路

校園無線網路

校園無線網路

校園授權軟體

TronClass教學平台

教學務系統

電腦教室

智慧財產管理區

涵蓋範圍

國立臺灣海洋大學 基隆主校區地圖

校園示意圖

1. 行政大樓(含各演講廳) F3 2. 海洋廳、風力廳 F3 3. 圖書館、企鵝學院 G3 4. 圖書二館、綜合二館一樓 G4 5. 機械八館一樓 E3 6. 資訊館一樓 E2 7. 船舶系館一樓 E3 8. 延平技術大樓一樓 E2 9. 海軍大樓一樓 E3 10. 航海系館一樓 I2 11. 海空大樓二樓 I2 12. 第二餐廳(考友商場) B1 13. 學生活動中心 C3 14. 體育館 B3 15. 第一餐廳(學東商場) G2 16. 山海壇南 G3 17. 海洋系館一樓 B3 18. 法學館一樓 I2 19. 生命科學院館一樓 I3 20. 食料系館一樓 B4 21. 河工一館一樓 B3 22. 河工二館一樓 A2 23. 造船系館一樓 B3 24. 第三餐廳 C3 25. 電機一館一樓 C4 26. 電機二館一樓 C4

使用無線網路說明

- 無線網路名稱: ntou(使用說明)
- 無線網路名稱: ntou-802.1x, 依據不同裝置說明如下

1. android(使用說明) 部分Android 11手機可能會因為系統問題無法使用

# IV. Service Usage

## Part 2: Software Information Services (Information Network Services Section)

- **Campus Licensed Software**

Website <https://software.ntou.edu.tw>

- **Mobile Version of NTOU Website**

Quickly browse university-related web pages via mobile phone.

- **TronClassSystem**

Teaching, announcements, and integration of teaching/learning management, social interaction, mobile learning, and learning analytics functions.

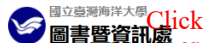


# V. Space and Smart Services:

## Smart Services (Circulation Section)

### Smart Locker

After confirming that the book is available on the Library Catalog webpage, select the Smart Locker Borrowing Service. The book can then be picked up at the Smart Locker in the Computer & Electrical Building.



圖書館智取櫃服務說明

目前提供四種服務：

1. 智取櫃借書服務(工學院&電機資訊學院限定)
2. 介購圖書-借書件(工學院&電機資訊學院限定)
3. 北聯大圖書資源共享平台-借書件
4. 全國文獻傳遞服務系統(NDDS)-複印件

→注意：尚未開放還書服務，還書時請親至圖書館總館辦理！



### Book Seat Navigation

Click “Library Homepage” → “Catalog Search” → enter the book title → click “Book Seat Navigation” (upper left) to quickly locate the bookshelf.



### 360-Degree Panorama

View the panorama of each library floor from the Library website.



# V. Space and Smart Services: Featured Spaces –

Discussion Rooms, Group AV Rooms  
(Circulation Section, Reference Section)



Group AV Rooms (2 rooms)  
for 2 or more people.  
Equipped with projector screen,  
player, and sound system.



Discussion Rooms (3 rooms)  
For 3–5 people  
Equipped with projector,  
screen, and whiteboard  
markers.

Click

“Office of Library & Information Technology.”

國立臺灣海洋大學  
圖書暨資訊處

關於本處 服務職掌 圖書期刊 電子資源 閱覽服務

圖資處簡介  
組織架構  
規則辦法  
申請表格  
• 權庫作業流程(SOP)專區  
• 資訊公開專區  
• 場地與設備  
• 圖書館四樓數位攝影棚  
• 圖書館三樓學創展演廳

圖書暨資訊處

關於本處 服務職掌 圖書期刊 電子資源 閱覽服務

首頁 / 關於本處 / 場地與設備

場地與設備

- 館前廣場 [申請表](#)
- 圖書館二樓討論室 [SMART小間借用規則 / 線上預約](#)
- 圖書館二樓團體視聽室 [多媒體區視聽服務暨管理辦法 / 線上預約](#)
- 圖書館三樓夢幻海洋VR體驗區 [線上預約](#)
- 圖書館三樓靜音館 [線上預約](#)
- 圖書館三樓個人研究小間 [借用辦法 / 借用申請表](#)
- 圖書館四樓數位攝影棚 [借用辦法 / 借用申請表](#)
- 圖書館2館三樓學創展演廳 [借用辦法 / 借用申請表](#)



# V. Space and Smart Services: New Spaces –

## Learning & Creativity Exhibition Hall, Silent Pods, Digital Studio

### (Circulation Section)

#### 1. Learning & Creativity Exhibition Hall

Location – Library Building II, 4th Floor.

“I learn, I discover, I present.”  
Combines classroom learning with library activities and collections.



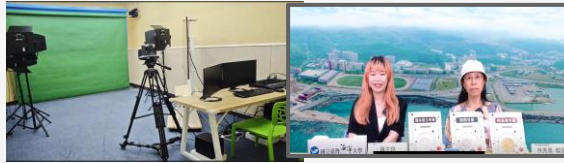
#### 2. Silent Pods

Location: Library Building I, 3rd Floor  
Four pods available, reservable online.  
Quiet, private spaces for online meetings, interviews, or self-study.



#### 3. Digital Studio

Location: Library Building I, 4th Floor  
Provided for recording educational videos, university publicity, student projects, and assignments.



Click

“Office of Library & Information Technology.”



圖書暨資訊處



國立臺灣海洋大學  
圖書暨資訊處



首頁 / 關於本處 / 場地與設備

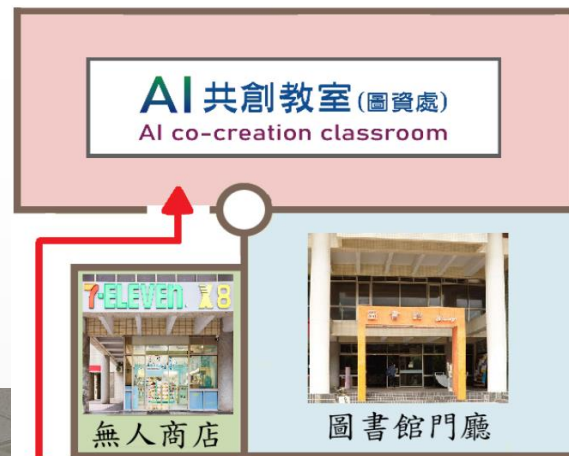
#### 場地與設備

- 館前廣場 [申請表](#)
- 圖書館二樓討論室 [SMART小間借用規則 / 線上預約](#)
- 圖書館二樓團體視聽室 [多媒體區視聽服務暨管理辦法 / 線上預約](#)
- 圖書館三樓夢幻海洋VR體驗區 [線上預約](#)
- 圖書館三樓靜音館 [線上預約](#)
- 圖書館三樓個人研究小間 [借用辦法 / 借用申請表](#)
- 圖書館四樓數位攝影棚 [借用辦法 / 借用申請表](#)

# V. Space and Smart Services:

## New Spaces – AI Co-Creation Classroom (Physical Classroom) (Library Systems Section)

- Located on the 1st floor of the Library, behind the 7-ELEVEN X8 unmanned store.
- Provides 30 student computer seats, accessible after swiping a student ID at the entry system.
- Offers free AI tool credits for using AI online software.
- AI assistants are on-site to provide consultation and instructional support.





# VI. AI and Digital Tools:

## AI Resource Hub (Library Systems Division)

Provides a one-stop platform for AI tool introductions and demonstrations, supporting various tasks and enhancing teaching and learning efficiency.

### Functions :

📦 Centralized resources :

Saves time and cost in searching for AI tools.

Clear function orientation:

Categorized by features and functions, enabling quick access to required AI tools.

📉 Lowers the learning curve:

Provides user guides and examples to help users get started quickly.

For details, please visit the Library and Information Division Homepage → Campus Digitalization → AI Resource Hub.



# V. AI and Digital Tools:

## NTOU AI Online Tools (Library Systems Division)

- Integrates multiple popular generative AI tools, covering text processing, translation, image and video generation, and even voice tools.
- Supported tool types :
  - Text generation and search: ChatGPT o3, Claude 4, Gemini, Perplexity, etc.
  - Translation, academic writing, grammar checking, and coding assistance.
  - Image generation: DALL·E, ChatGPT Image, Gemini Image Generator.
  - Video generation: Veo3, Luma AI.
- Voice tools: Speech-to-text and text-to-speech.
- For details, please visit the Library and Information Division Homepage → Campus Digitalization → AI Resource Hub → NTOU AI Online Tools.



# VI. AI and Digital Tools:

## AI Model Training Platform

(Library Systems Division):<https://litgpu.ntou.edu.tw:29943>

- Log in with your Academic Affairs System account and password.  
For detailed instructions, please visit the Library and Information Division Homepage → Campus Digitalization → AI Model Training Platform.
- Provides 4 Nvidia A30 GPUs with a total of 96 GB computing power.
- Each user has unrestricted access to computing resources. If resources are fully occupied, new tasks will be queued.
- Each task can run for up to 7 days, after which the resources are released for the next queued task.

Click [Office of Library & Information Technology](#)

關於本處 服務職掌 圖書期刊 電子資源 閱覽服務 參考服務 校園E化 開放時間 常見問題

首頁 / 校園E化 / AI模型訓練平台

### AI模型訓練平台

海大AI模型訓練平台入口

1. 可先於您本機的開發環境編寫程式或利用雲端電腦教室裡的Anaconda等軟體編寫程式(實例演練)或使用Google Colab(實例演練)提供的免費服務。
2. AI模型訓練平台目前提供4張Nvidia A30 共 96 GB的GPU算力。
3. 每位使用者可使用的算力資源不受限，若使用中的算力資源滿載時，則新增的作業即排入佇列。
4. 每個作業最多可使用7天，回收後的算力資源即釋放給下一個排隊等待的作業使用。
5. 使用上若有任何問題可洽承辦人賴先生，電子郵件tedlai@mail.ntou.edu.tw或校內分機29943。

快速啟動

快速學習

快速學習

RAPIDS

資源狀態

| 資源名稱         | 資源單位              | 資源狀態 |
|--------------|-------------------|------|
| CPU          | 33 / 72 vcpu      |      |
| memor_memory | 0 / 400 vgpu      |      |
| 計算機          | 10000 / 245760 MB |      |
| CPU          | 0 / 36 vcpu       |      |
| 14_16GB      | 0 / 1 vgpu        |      |

校園無線網路  
校園授權軟體  
TronClass教學平台  
教學務系統  
電腦教室  
AI模型訓練平台(實例演練)  
智慧財產權專區  
E-mail服務  
TWCERT/CC資安電子報  
海大資安教室  
AI資源庫  
AI模型訓練平台  
雲端電腦教室  
資料整合平台

# VI. AI and Digital Tools:

## Cloud Virtual Computer Classroom

(Library Systems Division) <https://vpc.ntou.edu.tw>

- Provides two types of services: “Applications” and “Windows Desktop.”
- Allows editing files stored on your own computer and saving files locally.
- Eliminates the hassle of installing licensed school software—simply connect via a browser to use them easily.
- Enables convenient access to library e-resources that are normally restricted to the campus network, even when off-campus.
- Log in with your Academic Affairs System account and password.

For detailed instructions, please visit the Library and Information Division Homepage → Campus Digitalization → Cloud Computer Classroom.




# VI. AI and Digital Tools:

## AI Knowledge Workshop ~ Exploring Research Applications of AI Tools (Reference Services Division)

Want to make research easier? The Library and Information Division offers a series of "AI Knowledge Workshops" to help you explore AI tools, learn literature search skills, create creative videos, and print 3D models!

### Time & Venue:










 Starting September 17 (Wednesday),  
once every two weeks, 10:20–11:10 AM

 AI Co-Creation Classroom, 1st floor  
of the Library

❖ For detailed dates and contents, please  
refer to the announcements on the  
Library and Information Division  
website ❖

### Contents:



- 1  Introduction: NTOU AI Platform and Prompt Guide
- 2  Turning Text into Images: AI Dynamic Generation
- 3  Digital Studio Production
- 4  Database × AI: Introduction to Smart Retrieval
- 5  AI Literature Analysis Assistant: Summaries and Mind Maps
- 6 AI Presentation and Research Visualization Skills
- 7  Coding Made Easy: AI for Beginners
- 8  3D Printing and Innovative Applications

# VII. Information Security and Intellectual Property:

## Information Security (Information Network Services Section)

1. Regularly update the operating system and applications on your computer, and always complete updates for your mobile phone and apps.
2. Do not use Microsoft products that are no longer supported; upgrade your operating system to Windows 10 or above.
3. Always use genuine and licensed software purchased by the university; do not install or run software/apps from unknown sources.
4. Install antivirus software and keep it updated.
5. Do not open emails from unknown senders.
6. Regularly back up important files.
7. Avoid using unsecured or suspicious Wi-Fi access points.

# VII. Information Security and Intellectual Property:

## Intellectual Property Rights

### (Information and Network Services Section)

- Respect intellectual property rights to avoid damaging the university's reputation.
  - If any illegal activity is confirmed, in addition to the suspension of user rights, the user will be held personally responsible under the Civil Law, Criminal Law, and Copyright Act.
  - Campus Copyright Treasure Box – Intellectual Property Office, Ministry of Economic Affairs
- 
- How should we distinguish between “citation” and “plagiarism” in academic papers?
  - When citing figures or photos in academic papers, do we also need to obtain permission from the copyright holder?
  - Is it considered fair use if we simply indicate the author and the source?
  - Do we need the teacher's consent to record classroom lectures?
  - Are midterm and final exam questions protected by copyright?
  - Can the Dance Club's performance or recruitment event imitate Jolin Tsai's “Dancer” to attract students' attention?
  - If I take excellent class notes, can I photocopy and sell them to other students?





# VIII. Library Introduction Activities

Library and Information Services Website: <https://li.ntou.edu.tw>

(Information and Reference Services Section)

## Starting point for academic research and resource exploration.

- **Promotional Activities – Graduate students may apply to the Information and Reference Services Section.**

- Graduate Students: Learn how to find research materials, attend database workshops.
  - ❑ Contents include: detailed database usage instructions, AI tool introduction, space introduction, EndNote usage, and Turnitin account activation.

- **Getting to Know the Library - New Student Orientation**

- Undergraduate Students : **Start your library journey – September 7 (Sunday)**
  - ❑ Contents: short film screening, space introduction, service instructions, email activation, how to borrow e-books, information security and intellectual property introduction, back-to-school season activities, and more.
  - ❑ Time: Two sessions at 11:00 and 13:00, each lasting one hour.
  - ❑ Location: Ocean Hall, 2nd floor of Administration Building (capacity: 300 people).
  - ❑ All students are welcome to attend one session (souvenirs will be provided).





# VIII. Library Introduction Activities:

## 2025 Back-to-School Reward Missions

### (Information and Reference Services Section)

#### ❑ E-book Borrowing Rewards

- ✓ Event Period: September 8 – October 3
- ✓ Details: Borrow two e-books purchased by the library to exchange for a gift.



#### ❑ SDGs Back-to-School Missions

- ✓ Event Period: September 8 – October 3
- ✓ Details: Spin the wheel to receive an SDGs mission; complete the mission to win a special gift.



# Appendix 1: Library Services –

## Office of Library and Information Services

- Reading Services
- Circulation Services
- Audiovisual Materials Services
- Book and Journal Retrieval Assistance
- Journal Binding, Reading, and Consultation
- Priority Processing for Urgent Book Requests
- Venue Rental and VR Experience Services

- Reference and Consultation Services
- Document Delivery Services
- Interlibrary Cooperation Services
- Copying, Printing, and Scanning Services
- Electronic Resource Retrieval Services
- Faculty Reserved Course Materials
- Database Orientation and Training Workshops

- Cataloging and Classification Services
- Book and Journal Acquisition, Including User Purchase Requests
- New Book Announcements
- Computer Equipment Services
- Theses and Dissertations Repository
- NTOU Institutional Repository
- NTOU Research Talent Database
- Integrated Library Services

# Appendix 2: Information Services —

## Office of Library and Information Services

- Email Services
- Academic Affairs Information System
- Administrative Information Network
- Campus Backbone Network Construction and Maintenance
- Campus Wireless Network Construction and Maintenance
- Cloud Computer Classroom
- Account Authentication and Maintenance
- Information Security and Personal Data Protection

- NTOU Data Integration Platform
- Campus-wide Licensed Software Procurement and Management
- Computer Classroom Maintenance
- Firewall Management and Maintenance
- TronClass Learning Management Platform Services
- e-Page (R-Page) Website Construction System
- Server Management (DNS, Proxy, BBS, FTP)

# THAND YOU!

