

Regulations for the Management of Learning Centers at I-Shou University

Adopted on October 20, 1998 by the Executive Board Meeting in the first semester of the academic year 1998

Amendments adopted on April 20, 2002 by the Executive Board Meeting in the second semester of the academic year 2001

Amendments to Articles 1-15 ratified by the President on March 21, 2013

Amendments to Articles 2-11 ratified by the President on February 22, 2014

Article 1 The Regulations for the Management of Learning Centers at I-Shou University (hereinafter referred to as the “Regulations”) are introduced by the Office of Library and Information Services (hereinafter referred to as the “Office”) for patrons to make the most of audiovisual materials and learn how to use multimedia computers, in order to bring the Office’s functions into full play and offer full support to the faculty and students’ needs for teaching, doing researches and learning at the University.

Article 2 Learning Centers (hereinafter referred to as the “Centers”) offer the following services:

1. the loan of audiovisual materials;
2. the use of multimedia computers;
3. the loan of spaces for viewing audiovisual materials, including personal viewing areas, multimedia computer areas, and group viewing rooms.

Article 3 The aforesaid services are available to:

1. full-time faculty and staff members (including project faculty and contract staff) as well as students of the University; and
2. part-time faculty members, alumni, and teachers from senior (vocational) high schools that have entered into a strategic alliance and partnership agreement with the University; the above-mentioned persons shall have a library card issued by the Office.

Patrons with any valid proof of identification or a library card can use the collections, audiovisual materials and facilities at the Centers. No one is allowed to assume another person's name or use another person's proof of identification or library card when he or she wants to use the resources offered at the Centers. Anyone who lends out his/her proof of identification or library card, or uses another person's identification or library card shall be barred from using the resources of the Centers for one month.

Article 4 Rules for the use of audiovisual materials:

1. If patrons want to borrow audiovisual materials, they shall complete the procedure at the Information Desk during the opening hours by presenting a valid proof of identification or a library card.
2. The materials shall be borrowed for only two hours or as long as the program is in effect. Only one piece of materials can be borrowed at a time. To extend the loan period, users shall re-register at the Information Desk. Users may not leave the seat for more than fifteen minutes at a time, or they will be considered giving up the right to view the material; the Centers reserve the right to lend the material to another patron.
3. Patrons shall use the borrowed material at the Centers, and shall not take it away without permission. Violators shall be barred from borrowing audiovisual materials for one semester.

Article 5 Only when patrons' right to use audiovisual materials at the Centers is not affected may audiovisual materials be available for checkout. The rules for checkout are as follows:

1. The checkout service is available to a) full-time faculty and staff members (including contract ones) of the University, b) part-time faculty members of the University, who have a library card issued by the Office, and c) senior (vocational) high school teachers whose establishments have entered into a strategic alliance and partnership agreement with the University, and who have a library card issued by the Office.
2. The maximum number of checkouts shall be limited to 2 per person at a time.
3. The loan period for full-time faculty members of the University is 2-7 days. If the borrowers need to renew the checkouts, they shall apply in person at the

Information Desk or by phone on or before the due date. The borrowers, however, can apply for renewals once only.

4. Part-time faculty members of the University and senior (vocational) high school teachers whose establishments have a strategic alliance and partnership agreement with the University may borrow audiovisual materials at the Information Desk by presenting a library card issued by the Office, and they shall return the borrowed material on the day they borrow without renewals.
5. Full-time staff members (including contract ones) of the University are allowed to check out audiovisual materials bought at least three years before. They shall complete the procedure at the Information Desk after 12:00 at noon on Fridays and return the checkouts before 12:00 at noon on the first opening day of the following week.
6. Patrons shall return the borrowed audiovisual materials to the Information Desk during the opening hours. Returning materials by placing them in the book drop box is not permissible.
7. Patrons shall be charged NT\$5 per day for per overdue item. The loan period may be extended for another day if the Centers are closed on the due date.
8. Patrons shall abide by regulations and rules concerning the authorization for public viewing. The Centers may adjust the loan periods and decide which kind of materials can be borrowed, depending on the value and utility rate as well as other factors involved.

Article 6 Rules for the use of audiovisual viewing areas:

1. Users shall read the instructions thoroughly before using the facilities at the Centers. If users find that materials or facilities are damaged or do not know how to use the facilities, they must not repair and/or manipulate the facilities themselves; any damage that ensues from such action would make the user liable.
2. To respect other people's copyrights, it is strictly prohibited to copy audiovisual materials without authorization. If such cases are found to be true, the borrowers shall take all the legal responsibility, and shall be also prohibited from using any facilities at the Centers for one semester.
3. Users must not bring any audiovisual material into the Centers. If it is necessary

to bring any material into the Centers due to their needs for learning, the users must provide an agreement of authorization issued by the instructors. Anyone who violates the rule shall be prohibited from using the facilities for one month.

4. Users shall turn off power to the facilities after use.
5. Group viewing rooms (public broadcasting area) shall not be used unless there are 3 or more people applying for their use.

Article 7 Rules for the use of multimedia computer areas:

1. Every user is allowed to use a computer for up to 2 hours; he or she may, however, extend the use based on availability.
2. Users shall make sure that computers and surrounding facilities function normally without any damage before use. If a computer or facility is damaged or has any problems, the users shall inform the librarians immediately; users shall not manipulate or attempt to make any repairs to such facilities by themselves. Otherwise, any damage resulting from such actions will make the users liable.
3. Users must not use the Centers' computers for any improper purposes, such as visiting pornographic websites, and delivering malicious and threatening letters. In addition, any unauthorized software is not allowed at the Centers. Anyone who violates the rules shall be prohibited from using the computers for one month; they could even be reported to relevant authorities for punishment in severe infractions.

Article 8 Rules for the use of group viewing rooms (hereinafter referred to as the rooms):

1. The rooms are mainly for promotional purposes by libraries.
2. Groups of 10 or more students may apply to use the rooms when they need to work on research projects or student club activities. Students may use the rooms after their applications are approved by the Office.
3. Users must keep quiet and keep the rooms clean. Anyone who eats, drinks, makes too much noise, disrupts others inside the libraries, or exhibits any improper behavior shall be prohibited from using the rooms.
4. Faculty members who need to use the rooms for teaching purposes shall file an application in advance.
5. As to the rules for the use of audiovisual materials and facilities, please refer to Article 4.

Article 9 Rules for compensating for damages and losses:

1. Users shall compensate for the damaged or lost materials, and the compensation amount shall be equal to the original price of the materials. The users may only pay an extra NT\$100 if the materials can be replaced by the ones in the newest edition provided by the users. However, if the materials won't be produced again in the future, the users shall be liable for 10 times the original price.
2. Users shall pay for all of the repairs when the borrowed audiovisual facilities or computers are damaged due to improper use, malicious damages or violations of relevant rules. If it is impossible to fix the computers or facilities, the users shall cover the cost of a brand-new facility or computer. Users who commit serious acts of violation may be reported to relevant units for punishment.

Article 10 Supplementary Provisions:

1. The Centers are only for the proper use of computer software and audiovisual materials. If patrons want to read general books, please stay at the reading areas on other floors.
2. Patrons shall not bring any books which do not belong to the Centers (including periodicals and reference books) into the Centers. The books housed by the Centers shall not be taken out of the Centers as well.
3. For effective and efficient management of the collections and audiovisual materials housed by the Centers, patrons shall put their schoolbags or handbags in lockers -- except for personal valuables and identification documents. The Centers will not take any responsibility for lost valuables, belongings or documents owned by patrons.
4. Patrons shall take away their personal belongings in the lockers before leaving the Centers. Anything that is left in the lockers will be cleared out when the Centers are closed each day, and patrons shall raise no objection to the administration.
5. It is strictly prohibited to put any dangerous items in the lockers. Violators shall be punished to the fullest extent.
6. Patrons must keep quiet and clean at the Centers. Anyone who smokes, makes too much noise, eats foods, drinks, uses cell phones, causes disturbance to other people, or has other forms of improper behaviors shall be banned from using

any service provided by the Centers. Patrons who do not follow the rules and ignore the warnings given by the librarians at the Centers shall be reported to relevant authorities for punishment.

Article 11 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.