

# **Rules of Borrowing Tablet Computers from the Office of Library and Information Services at I-Shou University**

Adopted by the University Administration Council on February 26, 2025, and promulgated with the consent from the President dated March 14, 2025

**Article 1** In order to support intelligent learning anytime and anywhere and to facilitate digital reading and intelligent learning for patrons who use the library resources of I-Shou University (hereinafter referred to as “the University”), tablet computers are available for loan at the Office of Library and Information Services (hereinafter referred to as “the Office”), and the Rules of Borrowing Tablet Computers from the Office of Library and Information Services at I-Shou University (hereinafter referred to as “the Rules”) are made accordingly to serve as the legal basis for borrowing tablet computers.

**Article 2** Rules concerning borrowing tablet computers are as follows:

1. Borrowers:

Faculty members, students, and staff members of the University, as well as people not affiliated with the University.

2. Tablet computers available for loan:

- a. Android tablet computers;
- b. iOS tablet computers (i.e., iPads); and
- c. New Student iPad Program.

3. Borrowing rules:

- a. Faculty members, continuing students, and staff members may borrow one Android or iOS tablet computer (excluding iPads under the New Student iPad Program) at a time. The normal loan period is fourteen days, and a borrower may extend the use for another seven days, twice at most.
- b. The aforementioned rule does not apply to faculty and staff members who borrow an Android or iOS tablet computer for teaching or official purposes with approval from the Office. For units of the University that adopt a profit center system, the rent for tablet computers shall be calculated and collected with prior consent from the University.

- c. Undergraduate freshmen may borrow one Android/iOS tablet computer or one iPad under the New Student iPad Program at a time.
    - (1) For Android/iOS tablet computers, the normal loan period is fourteen days, and a borrower may extend the use for another seven days, twice at most.
    - (2) For iPads under the New Student iPad Program, the loan period starts on the date of borrowing and ends on Friday of the eighteenth week of the semester. Economically disadvantaged undergraduate freshmen are given priority in borrowing iPads.
  - d. People not affiliated with the University may borrow one Android or iOS tablet computer at a time and shall use the tablet computers only inside the Library.
4. Borrowing procedure:
- a. Faculty members, continuing students, and staff members may present their faculty/staff ID badges or student ID cards at the Circulation Service Desk of the Library to borrow a tablet computer in person. Alternatively, they may book a tablet computer on the Office's website. Once a booking is confirmed, the borrower will receive a notification sent by the Office, and they shall complete the borrowing process at the Library within three working days. A booking shall be canceled if the borrower does not appear to collect the tablet computer by the deadline.
  - b. Undergraduate freshmen:
    - (1) Android and iOS tablet computers: Students may present their student ID cards at the Circulation Service Desk of the Library to borrow a tablet computer in person. Alternatively, they may book a tablet computer on the Office's website. Once a booking is confirmed, the borrower will receive a notification sent by the Office, and they shall complete the borrowing process at the Library within three working days. A booking shall be canceled if the borrower does not appear to collect the tablet computer by the deadline.
    - (2) New Student iPad Program: iPads are available on a first-come, first-served basis, and students shall make a booking on the Office's website. The Office will notify applicants of application review results by email.

Once a booking is confirmed, the successful applicant will receive a notification sent by the Office, and they shall complete the borrowing process at the Library within three working days. A booking shall be canceled if they do not appear to collect the tablet computer by the deadline. If the number of applications exceeds the number of iPads available, any pending applicants will be put on a wait list and notified when an iPad becomes available.

- c. People not affiliated with the University shall use a tablet computer only inside the Library. To borrow a tablet computer, they shall apply to the Circulation Service Desk of the Library in person, leaving two types of identity documents with the Circulation Service Desk.

Article 3 For the sake of individual privacy, borrowers shall delete any and all personal data stored in tablet computers. The Office shall not be held accountable for keeping or deleting such personal data. When a tablet computer is returned to the Library, the Office shall check the device and accessories with the borrower to complete the returning process. Borrowers shall use tablet computers with care and keep them safe. If they have lost the borrowed tablet computers or caused damage to them, whether accidentally or deliberately, they shall be held liable for compensation based on the sale price.

Article 4 Borrowers shall return the borrowed tablet computers by the due date. If the due date falls on a weekend or holiday, the return is due the next opening day. Those who fail to return their tablet computers by the due date shall be suspended from borrowing resources from the Library. Rules concerning overdue fines are as follows:

1. Overdue fines per day for:
  - a. an Android tablet computer: NT\$50; and
  - b. an iOS tablet computer (iPad): NT\$100.
2. If a tablet computer is not returned 30 days (calculated based on the number of opening days of the Library) after its due date, the device will be set to lost, and the borrower shall be held liable for compensation based on the sale price.

Article 5 When using a tablet computer, borrowers are obligated to comply with the applicable laws and regulations concerning intellectual property rights. Borrowers shall be held solely liable for any and all legal consequences arising out of or in connection with any intentionally or negligently committed offenses.

Article 6 Matters not mentioned herein, if any, shall be subject to the applicable regulations and

rules of the University.

Article 7      The Rules become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In case of any disputes or misunderstanding regarding the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.*