

Rules of the Use of Synchronized Distance Learning Classrooms at the Office of Library and Information Services of I-Shou University

Ratified and promulgated by the President on October 08, 2016

- I. To facilitate synchronized teaching activities and staff training sessions as well as videoconferences on campus, the Office of Library and Information Services (hereinafter referred to as “the OLIS”) establishes two special classrooms, E-Learning Lab 3401 at the Main Campus and Classroom A0102 at the Medical Campus (hereinafter referred to as “the classrooms”). The Rules of the Use of Synchronized Distance Learning Classrooms at the Office of Library and Information Services of I-Shou University (hereinafter referred to as “the Rules”) are made accordingly.
- II. If any administrative or academic unit intends to use the classrooms, it shall complete an Application Form for Internet Resources and then submit it to the Information Network Section for further processing. On the date of use, the applicant shall present his/her faculty (staff) ID card to the Information Network Section for borrowing.
- III. To fulfill the purpose of establishing the classrooms, the OLIS reserves the right to lend at its own discretion if the intended use is not for synchronized distance learning or videoconferencing.
- IV. Notices about using the classrooms:
 1. Patrons shall keep their volume at a low level, and excessive or loud noises shall be avoided. No food or drink is allowed inside to keep the environment clean.
 2. Patrons shall keep their personal belongings with them at all times. The OLIS will not be responsible for any loss of personal property. Should any equipment or school property inside the classrooms be broken or damaged, or should any damage be done to the classrooms, the patron(s) involved will be asked to make compensation based on the sale price.
 3. If an applicant is unable to make it on the date of use for any reason, he/she is required to apply for cancellation or rescheduling at least one day prior to the date of use.
 4. An applicant is strictly prohibited from exchanging his/her booked time slot with another person or transferring the booked time slot to another person. Any violators will be denied use of the classrooms during the booked time slot.

5. There is a 15-minute grace period for an applicant's coming in late, after which the classrooms will become available for booking, and the applicant will be marked absent once. Patrons who have been marked absent twice in a row will be suspended from booking for a period of two months.
 6. If the occasion arises, the OLIS will notify the applicant that it will close or enter the classrooms.
- V. Any matter not mentioned herein shall be subject to the applicable regulations and rules of the University.
- VI. The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office of Library and Information Services 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 Rules, the Chinese language version shall prevail.