

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

Adopted by the University Administration Council on August 21, 2019, and promulgated with the consent from the President dated September 6, 2019

Amendments to Articles 1-10 adopted by the University Administration Council on November 16, 2022, and promulgated with the consent from the President dated December 3, 2022

Article 1 To facilitate learning and research at campus libraries as well as campus activities, faculty members, students, and staff members of I-Shou University (hereinafter referred to as “the University”) may borrow laptop computers from the Office of Library and Information Services (hereinafter referred to as “the Office”), and the Rules of Borrowing Laptop Computers from the Office of Library and Information Services at I-Shou University (hereinafter referred to as “the Rules”) are made accordingly.

Article 2 Faculty members, students, and staff members of the University, as well as external organizations that participate in activities hosted by the University or co-organize activities with the University (hereinafter referred to as “cooperating organizations”), are eligible to borrow laptop computers from the Office. They are hereinafter collectively referred to as “the borrower.”

Article 3 Purposes, Methods, and Quantity for Borrowing:

1. Individual learning: Only one laptop computer per person may be checked out, and the normal loan period is two hours. The borrower may extend the use for another two hours if there are no requests pending, and the laptop computer is due at the end of the day upon which it is borrowed (return is to be made no later than twenty minutes before the Library closes).
2. Group teaching: For classes that use the Smart Classroom, class leaders may borrow up to twenty laptop computers on behalf of their classes, and the loan period is the same as the class time.
3. Administrative or teaching purposes: Faculty and staff members may borrow laptop computers for the purpose of meetings, activities, or teaching, and the loan period is usually for as long as the borrower requires. Prior consent from the University shall

be obtained under special circumstances for this type of loan.

4. Cooperating organizations: If a cooperating organization charges for an activity or services, the Office charges NT\$500 for one laptop computer per day, and the laptop computers shall be returned on the same day. Cooperating organizations shall first pay a deposit of 20 percent of the total rental charge and then show a receipt issued by the Cashier Section of the Office of General Affairs to borrow laptop computers from the Office.

Article 4 Location: Laptop computers borrowed for individual learning and group teaching can be used only inside the Main Library; those used for administrative purposes can be used around the campus; and those borrowed by cooperating organizations can be used outside the campus.

Article 5 Borrowing and Returning Laptop Computers:

1. The borrower shall file an application online.
2. On the booked date and time of the loan, the borrower shall present his/her student ID card (or faculty/staff ID badge) at either of the following two locations to pick up a laptop computer(s):
 - a. Individual learning and group teaching: the Information Desk on the 3rd floor of the Science and Technology Building; or
 - b. Administrative/teaching purposes and cooperating organizations: the Information Application Section on the 4th floor of the Science and Technology Building.
3. When borrowing and returning a laptop computer(s), the borrower shall examine the device(s) and all accessories with the staff member of the Office to ensure that all parts are operational and provided. If the borrower notices any damage or malfunction, he/she shall immediately notify the staff member of the Office. Otherwise, the borrowed laptop computer(s) will be considered as delivered in good working order to the borrower.
4. The borrower is strongly recommended to contact the staff member of the Office if he/she is not familiar with the use of the laptop computer(s).
5. If the borrower notices any malfunction during the loan period, he/she shall immediately contact the staff member of the Office for help.

Article 6 Once a booking for a laptop computer(s) has been confirmed, the borrower is not permitted to exchange his/her booking with another person or to transfer his/her

booking to another person. On the booked date of the loan, there is a 15-minute grace period for the borrower's late arrival, after which the laptop computer(s) will become available for general loan.

Article 7 If the borrower is unable to pick up the laptop computer(s) as scheduled for any reason, he/she shall cancel the booking online at least one day prior to the booked date of the intended loan. If the borrower does not show up to pick up the laptop computer(s) as scheduled for three times, he/she will be suspended from borrowing laptop computers for a period of fourteen days.

Article 8 Overdue fines are as follows:

1. According to Subparagraph 1 of Article 3: When returning the laptop computer(s), there is a 15-minute grace period for the borrower's late arrival, after which a fine of NT\$20 per hour will be charged for each overdue laptop computer.
2. According to Subparagraph 4 of Article 3: If the laptop computer(s) is not returned on the due date, NT\$550 per day (the rental plus a fine) will be charged for each overdue laptop computer.

Article 9 The borrower shall keep and use the laptop computer(s) with care during the loan period. The borrower is fully responsible for any damage incurred to the laptop computer(s) during the loan period and will be charged for the cost of repairs. If the laptop computer(s) is lost or unrepairable, the borrower will be charged based on the depreciated value or the salvage value under the Regulations for University Property Management at I-Shou University.

Article 10 Notices:

1. Laptop computers available for loan are installed with an operating system and other software, and the borrower is strictly prohibited from altering the operating system or other software in any way. The Office will make a careful examination upon return of the laptop computer(s). If there is something at fault with the pre-installed operating system or software, the borrower is fully responsible for restoration to the initial condition.
2. If any software installed by the borrower him/herself on the laptop computer(s) gets involved in an infringement of copyright or other applicable laws, the borrower shall be fully culpable for any and all consequences made as a result.
3. The borrower shall pay the compensation, if any, before conducting the graduation process, while cooperating organizations shall pay the compensation, if any, within

seven days of the activity.

4. Under special circumstances, the Office may notify the borrower of returning the laptop computer(s) before the loan period expires, and the borrower shall have no objection.

5. The Office reserves the right to terminate the loan period at any time.

Article 11 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 the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.