

Rules of the Use of the Media Commons at the Office of Library and Information Services of I-Shou University

Ratified and promulgated by the President on October 28, 2015

- I. The Media Commons is established by the Office of Library and Information Services, I-Shou University (hereinafter referred to as the “OLIS”) to provide faculty, students and staff with a space to quickly record and access multimedia data, and the Rules of the Use of the Media Commons at the Office of Library and Information Services of I-Shou University (hereinafter referred to as the “Rules”) are introduced accordingly.
- II. To use the Media Commons, faculty, students or staff shall visit the OLIS’s website to make a reservation or submit a completed Application Form for Internet Resources to the Information Network Section in advance. Patrons whose reservation has been accepted shall visit the Information Network Section on the date and time of use, showing his/her faculty/student/staff ID card for registration. Each borrower is allowed to use the Media Commons for two hours per time.
- III. Patrons are required to abide by the following rules when using the Media Commons:
 1. Please keep your volume at a low level, and no food or beverage is allowed inside.
 2. Please keep your personal belongings with you. The OLIS is not responsible for any loss of personal property. Any damage to the facilities or other school property in the Media Commons will charge you for compensation based on the sale price.
 3. Please cancel or reschedule your reservation one day prior to the date of use if you cannot make it for any reason.
 4. Please do not exchange your reservation with another patron or transfer it to another person. Violators will be disqualified from the current reservation.
 5. There is a 15-minute grace period for a borrower’s coming late, after which the Media Commons will become available for reservation, and the borrower will be marked absent once. Patrons who have been marked absent twice in a row will be suspended from borrowing for a period of two months.
 6. If the occasion arises, the OLIS will notify the borrower that it will close or enter the Media Commons.
- IV. Any matter not mentioned herein shall be subject to applicable regulations and rules of the University.
- V. 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.