

Rules of the Use of New Media Learning and Creation Center of Office of Library and Information Services at I-Shou University

Adopted by the Office Affairs Council on January 26, 2021, and promulgated with the consent from the President dated February 21, 2021

Amendments to Provisions I, III-VI, and the title adopted by the Office Affairs Council on November 22, 2022, and promulgated with the consent from the President dated December 21, 2022

- I. To satisfy the needs of faculty members, staff, and students of I-Shou University (hereinafter referred to as “the University”) for digital personal media, the Office of Library and Information Services (hereinafter referred to as “the Office”) has built the New Media Learning and Creation Center (hereinafter referred to as “the Center”), providing a live stream studio, a creative thinking and brainstorming room, an editing room, a makeup room, etc. The Rules of the Use of New Media Learning and Creation Center of Office of Library and Information Services at I-Shou University (hereinafter referred to as “the Rules”) are made accordingly.
- II. To use the Center, faculty members, staff, and students of the University (hereinafter referred to as “borrowers”) shall make a reservation on the Office’s website or file an application to the Information Network Section. On the day of use, borrowers shall complete the borrowing process at the Information Network Section by showing their student/faculty/staff ID cards.
- III. Regarding the use of the Center, matters needing attention are as follows:
 1. Generally, the Center is open during the office hours of the University. If one wants to use the Center outside of normal office hours, he/she shall complete and submit an application form to the Information Network Section for further processing.
 2. On the day of use, a borrower shall first go to the Information Network Section to get the key and then check the quantity of the devices borrowed and functions thereof in the company of a staff member of the Office.
 3. Each borrower can borrow only one live stream studio (including the devices inside) at a time for a period of up to four hours.
 4. When using the Center, borrowers shall keep their voices down while talking. No food or drink is allowed inside the live stream studio and the editing room to keep the

environment clean and tidy. Notwithstanding the foregoing, the aforesaid rule is not applicable when eating and/or drinking is part of a video.

5. After each use, borrowers shall restore devices to their original locations and clean the environment. Only after they check the quantity of the devices borrowed and functions thereof in the company of a staff member of the Office will they leave the Center.
6. Borrowers shall keep an eye on their personal belongings. The Office will not be held liable for any damage to or loss of personal belongings.
7. If a borrower is unable to use the Center as scheduled, he/she shall cancel or reschedule the reservation at least one day before the day of use.
8. Booked time slots shall not be exchanged or transferred. Violators will be denied the use of the Center during their booked time slots.
9. There is a 15-minute grace period for a borrower's coming in late, after which the room booked will be made available for booking, and the borrower will be registered as absent once. The Office may suspend his/her right to borrow for a period of two months if a borrower has booked a room but does not show up twice in a row.
10. If it is necessary or if an emergency arises, the Office may deny borrowers the right to use or enter the Center at its discretion.

IV. Compensation for damages and losses:

1. Borrowers shall compensate for the damaged or lost devices, and the compensation amount shall be equal to the original price of the devices. The damaged or lost device may be replaced by one in the newest edition provided by the borrower only with prior approval from the Office.
2. Borrowers shall pay for all of the repairs when the borrowed devices are damaged due to improper use, malicious acts, or a violation of the applicable rules but repairable.

V. Matters not mentioned herein, if any, 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 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.