

# **Principles for the Borrowing of Portable Wireless Routers at I-Shou University**

Promulgated on December 31, 2014 after reviewed and approved by the President

- I. To support faculty members' teaching efforts, the Principles for the Borrowing of Portable Wireless Routers at I-Shou University (hereinafter referred to as the "Principles") are established by the Office of Library and Information Services (hereinafter referred to as the "Office"), and faculty members may borrow portable wireless routers from the Office to extend wireless signals, thereby providing good access to available internet resources.
- II. Only the University's full-time faculty members (hereinafter referred to as the "borrower") are eligible to borrow portable wireless routers.
- III. Procedures for borrowing and returning portable wireless routers are as follows:
  1. The borrower shall fill in an Application Form for Internet Resources and apply to the Information Network Section of the Office in person. A portable wireless router will be lent only after the borrower's qualifications are verified.
  2. Before handing a portable wireless router to the borrower, the staff-in-charge shall conduct a test in the borrower's presence to ensure that the portable wireless router functions normally.
  3. When the borrower returns the portable wireless router, the staff-in-charge shall conduct a test in the borrower's presence to ensure that the portable wireless router functions normally, and at the same time ensure that all peripherals are returned as well. The returning procedure is completed only after the staff-in-charge signs and writes down the date of returning on the application form.
- IV. The loan period is listed below:
  1. In principle, each applicant is allowed to borrow only one portable wireless router, and the loan period is one semester. Those who intend to borrow a portable wireless router shall submit an application at least one week prior to the beginning of each semester. Borrowers shall return the portable wireless router within one week of the end of each semester.
  2. For those who intend to borrow a portable wireless router for temporary use, an application shall be made at least three days prior to the expected date of use. Borrowers shall return the portable wireless router within three days of the use.

- V. Rules governing the safekeeping and damage of portable wireless routers:
1. Before receiving a portable wireless router, the borrower shall conduct a test to ensure that the portable wireless router functions normally in the presence of the staff-in-charge. The borrower shall notify the staff-in-charge on the spot in case of any malfunction of or damage to the portable wireless router. If the borrower does not mention any problems concerning the portable wireless router, it is automatically assumed that the portable wireless router is in good condition when being lent to the borrower. The borrower is strongly recommended to contact the staff-in-charge if he or she is not familiar with the use of the portable wireless router.
  2. The borrower shall keep and use the portable wireless router with care during the loan period.
  3. In case of loss of or damage to the portable wireless router resulting from the borrower's improper use or negligence, the borrower shall reimburse the Office with a portable wireless router of the same brand name and equivalent specifications. If a portable wireless router of equivalent specifications is not available, the borrower shall compensate the Office with a portable wireless router of higher specifications.
- VI. The Principles become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office as well as reviewed and approved by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Principles, the Chinese language version shall prevail.*