

Rules of the Management of Audiovisual Materials and Equipment by Office of Library and Information Services at I-Shou University

Adopted on October 20, 1998 by the Executive Board Meeting in the first semester of the academic year 1998

Amended on April 20, 2002 by the Executive Board Meeting in the second semester of the academic year 2001

Amendments to Articles 1-15 promulgated with the consent from the President dated on March 21, 2013

Amendments to Articles 2-11 promulgated with the consent from the President dated on February 22, 2014

Amendments to Rules adopted by the Office Affairs Council in November 2019 and promulgated with the consent from the President dated on February 11, 2020

- I. The Rules of the Management of Audiovisual Materials and Equipment at I-Shou University (hereinafter referred to as "the Rules") are made by the Office of Library and Information Services (hereinafter referred to as "the Office") for patrons to make the most of audiovisual materials and learn how to use multimedia computers, with the aim of offering full support to the faculty and students' needs for teaching, doing research, and learning at I-Shou University (hereinafter referred to as "the University").
- II. Audiovisual services are as follows:
 1. the check-out of audiovisual materials;
 2. the use of multimedia computers at the computer-aided self-learning area; and
 3. the borrowing of spaces for viewing audiovisual materials, including the

computer-based self-learning area and the audiovisual viewing area.

III. The aforesaid services are available to:

1. faculty members, staffers, and students of the University; and
2. part-time faculty members, alumni, and teachers of I-Shou International School who have a library card issued by the Office. No one is allowed to assume another person's name or use another person's proof of identification or library card when he/she wants to use the resources offered by the Office. Anyone who lends out his/her proof of identification or library card, or uses another person's identification or library card shall be suspended from using the resources for a period of one month.

IV. Rules about the use of audiovisual materials:

1. If patrons want to borrow audiovisual materials, they shall complete the procedure at the Information Desk during the opening hours by presenting a valid proof of identification or a library card.
2. Audiovisual materials shall be checked out for only two hours or as long as the program is in effect. Only one piece of materials can be checked out at a time. To extend the loan period, users shall re-register at the Information Desk. Users shall not leave their seats for more than fifteen minutes at a time, or they will be considered giving up the right to view the material; the Office reserves the right to lend the material to another patron.
3. Patrons shall use the borrowed audiovisual materials only at the audiovisual viewing area and shall not take them away without permission. Violators shall be barred from borrowing audiovisual materials for a period of one semester.

V. Only when patrons' right to use audiovisual materials is not affected will audiovisual materials be available for checkout. The rules for checkouts are as follows:

1. The checkout service is available to a) full-time faculty and staff members (including contract ones) of the University, b) part-time faculty members of the University who have a library card issued by the Office, and c) teachers of I-Shou International School who have a library card issued by the Office.
2. The maximum number of checkouts shall be limited to 2 per person at a time.
3. The loan period for full-time faculty members of the University is 2-7 days. If a borrower needs to renew the checkouts, he/she shall apply in person at the Information Desk or by phone on or before the due date. Borrowers, however, can apply for renewals once only.

4. Part-time faculty members of the University and teachers of I-Shou International University may borrow audiovisual materials at the Information Desk by presenting a library card issued by the Office, and they shall return the borrowed audiovisual materials on the day they borrow without renewals.
5. Full-time staffers (including contract ones) of the University are allowed to check out audiovisual materials bought at least three years before. They shall complete the procedure at the Information Desk after 12:00 noon on Fridays and return the checkouts before 12:00 noon on the first opening day of the following week.
6. Patrons shall return the borrowed audiovisual materials to the Information Desk during the opening hours. Returning audiovisual materials by placing them in the book drop box is not permitted.
7. Patrons shall be charged NT\$5 per day per overdue item. The loan period may be extended for another day if the library is closed on the due date.
8. Patrons shall abide by the applicable regulations and rules concerning the authorization for public viewing. The Office may adjust loan periods and decide which kind of audiovisual materials can be checked out, depending on the value and the utility rate as well as other factors involved.

VI. Rules about the use of the computer-aided self-learning area:

1. Every user is allowed to use a computer for up to 2 hours; he/she may extend the use depending on the availability.
2. Before use, users shall make sure that the computer and peripherals thereof function normally without any damage. If the computer or any equipment is damaged or has problems, the user shall inform librarians immediately; he/she shall not manipulate or attempt to make any repairs to such equipment by him/herself. Otherwise, any damage resulting from such action will make the user liable for compensation.
3. To respect intellectual property rights, copyright, and academic research, users shall not do any of the following illegal activities at this area:
 - a. Visiting porn websites or sending threatening letters;
 - b. Downloading or using pirated software; and
 - c. watching audiovisual materials that are not the public presentation edition.

Violators against any of the above-mentioned rules shall be suspended from using resources offered by the Office for a period of one month and punished under the

applicable regulations and rules of the University.

VII. Rules about the use of the audiovisual viewing area:

1. Users shall read the instructions thoroughly before using the equipment. If users find that any audiovisual materials or equipment is damaged, or they do not know how to use the equipment, they shall not repair and/or manipulate the equipment themselves; any damage resulting from such action will make the user liable for compensation.
2. To respect other people's copyrights, it is strictly prohibited to copy audiovisual materials without permission. If any user is found to have breached this policy, he/she shall take all the legal responsibilities and will be suspended from using the equipment at the audiovisual viewing area for a period of one semester.
3. To respect and protect intellectual property rights and copyright, users shall not watch audiovisual materials that are not the public presentation edition.
4. Users shall turn off the power to the equipment after use.
5. The audiovisual viewing area will not be open for use unless three or more persons apply for use at a time.

VIII. Rules about compensation for damages and losses:

1. Users shall compensate for the damaged or lost audiovisual materials, and the compensation amount shall be equal to the original price of the audiovisual materials. Users shall pay an extra NT\$100 if the damaged or lost audiovisual materials can be replaced by the latest edition. However, if the damaged or lost audiovisual materials are out-of-commerce, the user concerned shall be liable for 10 times the original price.
2. Users shall pay for all of the repairs when the borrowed audiovisual equipment or computers are damaged due to improper use, an act of vandalism, or violations of the applicable rules. If it is hardly possible to fix the damaged computer or equipment, the user concerned shall cover the cost of brand-new equipment or computer. Users who are involved in a serious violation may be punished in accordance with the applicable regulations and rules of the University.

IX. 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 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.