

Reservation Regulations of Computer Classrooms of NDHU Office of Library and Information Services

國立東華大學圖書資訊處電腦教室借用管理辦法要點

Approved by the 1st session of the Administrative Council in the 2nd semester of the Academic Year 2001/2002
on February 27, 2002

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- Article 1 For the purpose of facilitating the effective operation of limited number of computer classrooms and governing the management and reservation, the Office of Library and Information Services (hereinafter referred to as the OLIS) of National Dong Hwa University (hereinafter referred to as the NDHU) hereby established the following regulations.
- Article 2 In principle, one computer classroom is retained for the use of the NDHU faculty and students. Other computer classrooms can be reserved for full-semester courses, on-campus use (eligible users should only be NDHU faculty and students) and external use (eligible users can include non-university members).
- Article 3 Application and reservation for full-semester courses:
1. The application of reservation for the next semester courses can be placed starting from two weeks to one week before the online curriculum scheduling opens. The result of application will be notified within three working days after in receipt of application.
 2. Priority is given to General Educations courses listed in the graduation requirement for programming competencies.

3. After reservations are approved, applicants who keep the classrooms unused more than three times without notification in advance would be placed the last in line of their next application.
4. If applications are placed after the due date, the priority of approval would be subject to submission sequence.

Article 4 Application and reservation for other activities:

1. After reservations of full-semester courses are approved, available time slots would be open to applications of other activities. The priority of approval would be subject to submission sequence. Applications of on-campus use would receive priority if more than one application arrives.
2. For NDHU students and faculty, application can be processed by form filling-in. For non-university members, application should be processed by official documents. Applications have to be placed at least seven working days before the date of reservation. The result of application will be notified within three working days after in receipt of application.

Article 5 Tariff regulations:

1. Computer maintenance fee would be waived for one of the following circumstances:
 - (1) Regular full-semester courses and summer/winter courses of NDHU.
 - (2) Free lectures and activities offered for on-campus use.
2. Tariff:
 - (1) Charge in three periods of time: Morning (08:00-12:00), afternoon (13:00-17:00) and evening (17:00-21:00). The fee of computer maintenance for each period is NTD 4000 for classrooms with a capacity of 60 people or less. The fee of computer maintenance for each period is NTD 8000 for classrooms with a capacity of 61 people or more.
 - (2) If the reservation periods are the time the service desk is closed, additional safeguarding fee of NTD 1000 is applied for part-time students.
 - (3) The abovementioned fees should be paid up one working day before the date of reservation.
3. Refund:
 - (1) If applicants inform of waiving the approved reservation one working day before the date of reservation, 50 per cent of the computer maintenance fee would be refunded. After deducting relevant handling fee, the remaining part-time student fee would be also refunded.

- (2) If applicants waive the approved reservation on the date of use, or applicants are requested to stop using of classrooms immediately because the users violate the regulations of computer classrooms use established by the OLIS and continue the misconduct even after discouragement, no refund is applicable.
 - (3) If the computer classrooms do not function in consequence of power failure, natural disasters and other force majeure incidents, no refund is applicable when the time used is more than half of the reservation period. When the time used is less than half of the reservation period, 50 per cent of the fee would be refunded.
4. For activities or events that are of a public interest or beneficial to the school, after reporting the source of funding, including registration fees and internal or external budget subsidies, the maintenance fee may be waived or granted a reduction of 50 per cent subject to the approval of the President. However, if the reservation periods are the time the service desk is closed, the safeguarding fee is still applied for part-time students.

Article 6 The regulations of computer classrooms use are established separately by the OLIS. In the course of reservation, applicants should abide by the relevant regulations and liable for safekeeping, maintenance, and compensations for damages caused by misemployment.

Article 7 Borrowing and returning keys and spare appliances should be in line with the OLIS regulations. If students entrusted with this task are overdue, 4 hours campus services would be given, based on Article 6 of NDHU Regulations of Student Rewards and Disciplines.

Article 8 In case the OLIS reclaims the classrooms on loan for special reasons, the reservation applicants should be notified of the variation options of changing or canceling reservation three working days in advance. The applicants should not object or request compensation. If the applicants who have paid choose to cancel reservation, the payment should be refunded without interest.

Article 9 These regulations and all amendments are implied upon ratification by the Administrative Council and approval by the President.