

# Usage Policy for Computer Labs at the Office of Library and Information Services of Yuan Ze University

Approved at the 22<sup>nd</sup> Administrative Meeting, Academic Year 2019, on May 27, 2020  
Revised and approved at the 1<sup>st</sup> Administrative Meeting, Academic Year 2023, on August 9, 2023  
Revised and approved at the 22<sup>nd</sup> Administrative Meeting, Academic Year 2023, on July 10, 2024

- Article 1** This policy is designed for the computer labs managed by the Office of Library and Information Services (“OLIS”).
- Article 2** OLIS should establish computer labs to support the various departments of the University for teaching and training needs.
- Article 3** The computer labs should have general-purpose software installed for instructional use.
- Article 4** Semester-long usage of the computer labs is overseen by the Office of Academic Affairs. Usage is granted by the semester and is free of charge.
- Article 5** Short-term use of the computer labs is overseen by OLIS. Usage is granted by the hour, and applications should be submitted two weeks in advance. Departments seeking short-term use must pay a usage fee:  
The fees for short-term usage of the computer classroom by various departments are as follows:
- 5.1 Internal departments:
    - 5.1.1. Free course: Free of charge.
    - 5.1.2. Paid course: the fee is NT\$600 per hour.
  - 5.2 External organizations: The fee is NT\$3,000 per hour.
  - 5.3 If usage occurs outside regular business hours, additional work-study fees apply, calculated in accordance with labor law.
  - 5.4 Once approved, payment can be made at the service counter of Office of General Affairs or through the transfer of office expense.
- Article 6** OLIS retains the right to determine the lending of computer lab equipment and software.
- Article 7** If teaching departments require specialized software, they must provide a legal software license, including one for the instructor’s need, for reference. Installation should be arranged by teaching assistants two weeks before the course starts, in coordination with OLIS.
- Article 8** User departments are responsible for maintaining the cleanliness of the equipment and environment. Any damage caused by negligence or misuse will be compensated according to the “*Yuan Ze University Property Management Policy*.” Extra charges may apply if environmental damage is irreversible.
- Article 9** Departments using the computer labs should follow these guidelines:
- 9.1 Check the application website for lab availability.
  - 9.2 Fill out the usage application form and submit it to OLIS for review. Any unresolved issues will be handled as determined by OLIS.
  - 9.3 University staff, student service clubs, and external organizations need to provide proof of the activity.
  - 9.4 Once approved, external organizations must provide participant and instructor information. If driving is required, the vehicle’s license plate number must be provided for security review.
  - 9.5 Once approved, university departments hosting external participants must provide participant and instructor information. If driving is

required, the vehicle's license plate number must be provided for security review.

- 9.6 During the aforementioned leasing period, the use of products that pose a threat to national cybersecurity (such as mainland-branded software, hardware, and services) is prohibited. If any device is found hacked, please immediately power it off and notify the management personnel for further action.

**Article 10** This policy is enacted after approval by the Administrative Meeting, and the same process applies for amendments.

[If any controversy or dispute occurs regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.]