

# Yuan Ze University

## Information Resource Management Regulations

Approved at the 1<sup>st</sup> Administrative Meeting of the 79<sup>th</sup> Academic Year dated December 17, 1990  
Revised and approved at the 2<sup>nd</sup> Administrative Meeting of the 86<sup>th</sup> Academic Year dated September 8, 1997  
Revised and approved at the 22<sup>nd</sup> Administrative Meeting of the 108<sup>th</sup> Academic Year dated May 27, 2020

**Article 1** The Office of Library and Information Services (OLIS), responsible for overall planning for the growth and management of computer equipment, develops the *Yuan Ze University Information Resource Management Regulations* (referred to as **the Regulations**) to ensure the well-equipped and efficient utilization of computer facilities.

**Article 2** The purchase of computer equipment shall be based on the demand of teaching, research, and computerization of administrative affairs.

**Article 3 Principles of budget allocation**

3.1 The OLIS shall support the budget and maintenance of administrative units' computer equipment and provide technical support services.

3.2 Based on the budget and demands, the OLIS shall annually acquire universal software for faculty, students, and staff.

3.3 Any department that requires high-expertise software or software with limited users shall compile its budget for purchase based on the actual usage and applicability.

3.4 The backbone of the campus network and the network of administrative units shall be budgeted, established, and maintained by the OLIS. The internal computer networks of academics and research centers shall be budgeted, established, and maintained by the respective units.

**Article 4 Principles of Computer Equipment Procurement**

4.1 Hardware Procurement Principles

4.1.1 Each unit, if there are additional functional requirements beyond basic peripherals for personal computers, should conduct its evaluation, procurement, and testing.

4.1.2 Departments intending to purchase workstations and servers should budget for three-year hardware and software maintenance.

4.2 Software Procurement Principles

4.2.1 Each academic unit should budget for computer equipment provided to faculty members.

4.2.2 The procurement quantity of individual software should be based on legitimate usage. Procuring units should purchase appropriate numbers of licenses based on actual requirements.

4.2.3 The OLIS should maintain a list of legally licensed software for reference. Procuring units should avoid purchasing duplicate software based on compliance with software usage rights.

**Article 5 Maintenance of Information Resources**

- 5.1 Each academic unit should assign a full-time computer equipment manager who will be responsible for the operation of machines and networks at all times. They should also participate in training courses arranged by the OLIS to provide primary maintenance operations in a timely manner.
- 5.2 The OLIS should be responsible for the smooth performance of the campus network backbone and timely announce relative measures for network management.
- 5.3 The OLIS should be responsible for the teaching, promotion, and consultation related to the universal software.
- 5.4 Each unit on campus should have security protection mechanisms in place for their various information services to prevent unauthorized access and minimize adverse impacts. In the event of intentional sabotage, concerned units have an obligation to provide thorough evidence for investigation and appropriate handling.

**Article 6 Information Asset Management**

- 6.1 The custody unit should apply for scrapping of information equipment following the *Yuan Ze University Property Management Regulations*.
- 6.2 For cooperative projects or research projects requiring the utilization of existing computer hardware, software, or networks, the project unit or project leader should strictly adhere to the principle of legal usage and oversee the activities of external accounts for the project duration.
- 6.3 University members should safeguard and maintain the equipment and accounts they use. In the event of intentional damage or loss, the custodian shall be responsible for maintenance or compensation.
- 6.4 The transfer of computer equipment should be included among the necessary procedures upon departure from the university.

**Article 7** The Regulations are implemented after being passed at the Administrative Meeting, and the same procedure applies to any future amendments.

**Note:** If any controversies or disputes occurred regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.