

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

Approved at the 22nd Administrative Meeting, Academic Year 2019, on May 27, 2020
Revised and approved at the 1st Administrative Meeting, Academic Year 2023, on August 9, 2023
Revised and approved at the 22nd 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.]