National Sun Yat-sen University Office of Library and Information
Management guidelines of Public computers and computer classroom

I. The guidelines herein are to make the department's public computers to be effectively used and properly maintained to provide a supporting environment for computer users.

II. The public computers of the department are categorized into two groups:
   A. Self-study computers are arranged throughout the info-library building and open for use without reservation in advance.
   B. Teaching computers are placed in the computer classroom to support teaching and other activities; users are required to make reservation in advance to use them.

III. Teaching computer classrooms are open for reservations for:
   A. Courses held by users of school divisions including student associations and clubs.
   B. Courses or activities held by school or external units.

IV. To reserve the teaching computer classroom:
   A. Fill up and submit the application form two weeks in advance.
   B. The Office of Library and Information will feedback with the results within one week.

V. General use open hours of public computers will be announced before each semester; any adjustment will be announced one week before it is in effect.

VI. Each user is allowed to use only one computer at the same time. Do not occupy the computer (leave your seat for more than 30 minutes) and be sure to log off or turn off the computer.

VII. Moving any equipment or changing any network settings is prohibited.

VIII. Drinking and having food is prohibited, and so is the behavior that may cause noise or the like.

IX. Any behavior attempting to damage the equipment (hardware, software and data) is prohibited.

X. The controlling computer and broadcasting system of the computer classroom is for the sole use of the teacher for teaching purpose. Classroom borrower or teacher who uses the classroom shall maintain the classroom order and keep the environment clean.

XI. Installations of any operating system of application must be approved and

executed by the department.

XII. In case of unexpected situations (such as power outages, equipment failures, etc.) or any questions on equipment uses, please notify the department staff.

XIII. In some case, the department staff may require users to stop using computers if needed.

XIV. The penalty for violations of the rules:

    A. Classroom borrowers or teachers conniving at users' damaging public property will be suspended of their rights to borrow the classroom for six months.

    B. Users destroy equipment and cause damage to any software, hardware, or other attached devices, in addition to being liable for the loss, shall be suspended of their right to access the accounts for at least six months depends on the level of damage.

    C. In addition to account suspension, users are also regulated by other school rules and related laws.

XV. The guidelines herein and any amendment are passed in the Chiefs Meeting of the Office of Library and Information Services and implemented with the consent of the department chairman.