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

I. The guidelines herein are to make Office of Library and Information Service's (hereinafter referred to as "the Office") public computers to be effectively used and properly maintained to provide a supportive environment for computer users.

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

III. Reservation of teaching computer classrooms:
   1. Courses held by users of units including student associations and clubs.
   2. Courses or activities held by school or external units.

IV. Procedure of reserve the teaching computer classroom:
   1. Fill up and submit the "Facility Application Form" two weeks before.
   2. The Office will notify the results within one week.

V. Available 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 out or turn off the computer.

VII. Do not moving any equipment or changing any network or software settings.

VIII. NO drinking, eating , and making 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 only for 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 or application must be approved and executed by the Office.

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

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

XIV. The penalty for violations of the rules:
1. Classroom borrowers or teachers connive the users damaging public property will be suspended of their rights to borrow the classroom for six months.
2. 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.
3. In addition to account suspension, users are also regulated by other school rules and related laws.

XV. The guidelines herein and any amendment are approved by the Divisional Heads Meeting of the Office of Library and Information Services and implemented with the consent of the vice president of the Office.