

Guidelines Governing Usage of Library's Audiovisual Rooms

Approved by the Directors Meeting on April 8, 1998.

Amended by the Directors Meeting on September 1, 1998.

Amended by the Directors Meeting on May 19, 1999.

Amended by the Directors Meeting on March 15, 2011.

- Article 1 The following usage guidelines are stipulated in accordance with Article 6 of National Sun Yat-sen University's (NSYSU's) "Guidelines for Access to Library." NSYSU has established audiovisual rooms in order to facilitate faculty members' use of audiovisual materials for teaching and research.
- Article 2 The audiovisual rooms' opening hours are the same as that for the Reference Services Division.
- Article 3 A minimum of 10 faculty members or students is required when applying for a audiovisual room. Starting from the 20th of each month (or the following business day if the 20th falls on a public holiday), faculty members must register intended usage hours for the following month at the Reference Services Division.
- Article 4 Usage of self-prepared audiovisual materials or replicating the library's audiovisual materials without the library's permissions is prohibited unless being approved by the library and for teaching or research purposes.
- Article 5 A fee is charged for a user who is not NSYSU's faculty member or for a user who uses the audiovisual room for purposes other than teaching (for rates of charge, please refer to "NSYSU Regulations of Venue Charges" provided by the Office of Library and Information).
- Article 6 Applicants shall obtain and complete application forms provided by the Reference Services Division of the library. Completed applications shall be submitted to library staff and the audiovisual rooms may be used following approvals.
- Article 7 Prior to operating the audiovisual equipment in a audiovisual room, applicants must understand the equipment functions to facilitate operations. Usage guidance appointments may be made with staff in the Reference Services Division.
- Article 8 The audiovisual room and its equipment and materials must be used with care. Users must ensure appropriate operating status of equipment. Vandalism is subjected to liabilities and compensations. Users' rights of application shall be permanently withdrawn if users are responsible for severe vandalism.
- Article 9 The present guidelines shall be implemented following approvals of directors meetings of the Office of Library and Information. The same procedure shall be carried out when amendments are to be made.