

## **Procedures for A/V Media Classroom**

Passed at the Library Committee Meeting on December 18, 2008

### Article 1

The main purpose of the A/V Media Classroom is for all faculty members, staff members, and students in Ming Chuan University to appreciate and enjoy A/V media materials. Generally, six to 20 people are allowed to use the A/V Media Classroom at one time with a two-hour time limit. However, no one may use the classroom according to a fixed schedule for a whole semester.

### Article 2

Bookings may be made up to two weeks in advance at the information desk with your library card (either your student ID card or the employee ID card) for the use of the A/V Media Classroom. If you cannot keep your booking, please cancel it at the information desk. No shows, who provide no advance notice three times, will lose their rights to book the facility for three months.

### Article 3

One representative is required to leave his or her student ID card or the employee ID card for use of the classroom each time, for equipment and environment maintenance. After use, if no damage is found, the ID card will be returned. If damage is found, the user(s) is required to pay for damages at twice the market price.

### Article 4

Use of the A/V Media Classroom is limited to the public domain library collection and the materials assigned by faculty members. No more than two items can be borrowed at once.

### Article 5

No food or drink (including water) is allowed in the A/V Media Classroom.

### Article 6

Please do not use your personal audio-visual materials or equipment in the

A/V Media Classroom.

Article 7

Please respect Intellectual Property Rights, do not make unauthorized copies or records.

Article 8

Upon being passed at the Library Committee Meeting and approved by the president, these procedures were announced and implemented.