

National Chengchi University Computer Center Directions for Borrowing Notebook Computers

Revised on June 25, 2021

- Article 1 In order to assist in the organization of various academic and administrative activities on campus, the Computer Center of National Chengchi University (hereinafter referred to as “the Center”) has specially set up laptop computers (laptops) for borrowing, and has formulated the relevant directions for borrowing laptops from the Center (hereinafter referred to as the Directions).
- Article 2 Borrowing eligibility: Teaching units (colleges, departments, institutes), research units (centers), and administrative units of National Chengchi University (NCCU).
- Article 3 Maximum period for borrowing: The maximum period allowed for borrowing is two weeks from the date the item is taken out (including Saturdays and Sundays).
- Article 4 Borrowing quantity: Based on actual demand and availability.
- Article 5 Borrowing and returning process:
- I. Faculty members from all units are required to fill in a Borrowing Application Form four working days before the borrowing date, and submit it to the Center after approval.
 - II. Laptop loans at the Center are allocated following the order in which applications are received.
 - III. In order to prioritize the effective management of NCCU’s resources, the Center maintains the right to authorize any laptop borrowing and can take back the borrowed device at its discretion at any time. The borrower will be notified of the application review results by phone or email.
 - IV. The borrower must bring his/her faculty ID to the Center at the appointed time to proceed with the handover and testing process of the laptop(s).
 - V. The borrower shall return the laptop to the Center at the end of the borrowing period.
- Article 6 Responsibilities and obligations of the borrower:
- I. The borrower shall be responsible for the preservation and security of the relevant data.
 - II. The borrower shall comply with relevant regulations on intellectual property rights when installing computer software.
 - III. The borrower shall take proper care of the laptop(s) and return it as scheduled. If the equipment is lost, damaged or returned past the agreed-

upon date, the borrower shall pay for the relevant repairs, as well as compensation fees, and bear relevant responsibilities.

Article 7 The Directions shall be implemented following approval by the Center's director; the same applies to all subsequent amendments.