

National Chengchi University Computer Center Directions for Borrowing Tablet Computers

Passed at the Computer Center Affairs meeting on January 2, 2012
Amended at the Computer Center Affairs meeting on March 7, 2012

- Article 1 To facilitate the transition to paperless operations for meetings held on campus, the Computer Center of National Chengchi University (hereinafter referred to as “the Center”) has specially set up tablet computers (tablets) for borrowing, and has formulated the relevant directions for borrowing tablets 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 borrowing date shall be two working days before the meeting, and the return date shall be one working day after the meeting.
- Article 4 Borrowing quantity: Based on the number of participants.
- 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. Tablet computer loans at the Center are allocated following the order in which applications are received. In case of conflicting schedules, university-level meetings shall have priority, followed by meetings at NCCU Clinic, centers, and first-level units, and then meetings at departments, institutes, and second-level units.
 - III. In order to prioritize the effective management of NCCU’s resources, the Center maintains the right to authorize any tablet 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 tablet(s).
 - V. The borrower shall return the tablet(s) to the Center within one working day after the meeting ends.
- Article 6 Responsibilities and obligations of the borrower:
- I. The borrower shall be responsible for the preservation and security of the meeting 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 tablet(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 after approval by the Center Affairs Meeting. The same applies to all subsequent amendments.