

# Kainan University Library Audiovisual Resource Usage Regulations

Article 1: Kainan University (hereinafter referred to as "the University") Library and Information Services establish these regulations for the convenience of the University's faculty and students to use the library's audiovisual resources for educational and research purposes or legitimate leisure activities.

Article 2: Eligibility for Application: University faculty and students may apply to the Library in accordance with these regulations.

Article 3: Terms and Conditions of Use:

Forty-Person Group (Room T215) Multimedia Room:

Heads of University teaching units or administrative units may apply to the Library in accordance with these regulations.

Ten-Person Group (Rooms T209, T210, T211) Multimedia Rooms:

(1) Groups of five or more individuals (including five) can use these rooms upon presentation of their credentials. Usage time is based on the duration of the borrowed material.

(2) University students are given priority, and staff members are not allowed to borrow these rooms during working hours.

Audiovisual Area:

Individuals or pairs can register to use the audiovisual area on the first floor circulation counter based on the duration of the borrowed materials.

Article 4: Terms and Conditions of Use:

In special circumstances, the Library may exercise priority use rights for business-related purposes.

Readers should select the audiovisual materials they wish to borrow from the display shelves in the audiovisual area and bring them to the first-floor circulation counter. Borrowers will receive the audiovisual materials and headphones. Upon completion of use, borrowers will receive their identification documents back.

Before use, borrowers should read the equipment operation instructions or request guidance from the library staff. Any damage or loss is the responsibility of the borrower.

When using multimedia materials within the library, only one item may be borrowed at a time. Another item may be borrowed after returning the first.

If borrowers discover damaged materials or equipment during use, they should immediately inform the library staff. Otherwise, the last borrower will be held responsible for the damage.

Personal audiovisual resources or equipment may not be brought into the audiovisual area or multimedia rooms without the Library's consent.

Borrowers must comply with intellectual property rights regulations while using audiovisual resources. Any violations will be the legal responsibility of the borrower.

During the borrowing period for multimedia rooms, Library staff may enter and conduct inspections and maintenance work. Borrowers are not allowed to refuse entry.

Smoking, eating, or any other inappropriate behavior is strictly prohibited during the borrowing period. Borrowers should make every effort to maintain a quiet environment within the library.

The computers in the audiovisual area are intended for video playback only and should not be used for activities such as online chatting, downloading, uploading, or any other unauthorized behavior.

Article 5: Violations of these regulations may result in the Library suspending the right to use its facilities and may be subject to disciplinary action according to the University's relevant regulations.

Article 6: These regulations have been approved by the University's administrative council and shall be effective from the date of publication. Amendments will follow the same procedure.