

National Sun Yat-sen University
Library and Information Service Department

Place Use and Charge Policy

- I. National Sun Yat-sen University Library and Information Service Department (hereafter refer to as LIS) makes the policy for the convenience of school staffs, students or outside users to effectively use places at LIS to engage in teaching, research and interactive learning activities.
- II. The place application ought to be summited two weeks before using.
- III. The rent ought to be paid one week before using according to the fee standard. If the rent isn't paid in time, the application will be cancelled.

IV. Fee standard of LIS place:

Location	Place name	Charge	Note
B1F	Video Seminar Room	NTD\$ 3000/4 hrs	1. The using hours are needed to cooperate with the opening hours of the library. 2. LIS has the priority to use the video conference room of 1 st floor. 3. Each period of using hours are: (1) 08:00am~12:00pm (2) 13:00pm~17:00pm 4. The service of broadcasting video conferences and video recording, etc. NTD\$300/hour. 5. Computer classrooms are equipped with teaching broadcast system. 6. If there is the need for extra electricity, Internet linking or other equipment, there will be additional fee.
	Conference Room	NTD\$ 800/4 hrs	
	Computer Classroom	NTD\$ 1500/4 hrs (20% off of the fee for rent over 20 hours.)	
1F	Video Conference Room	NTD\$ 800/4 hrs	
	Hall	NTD\$ 800/4 hrs	
	Front Porch	NTD\$ 300/4 hrs	
	Back Porch	NTD\$ 300/4 hrs	
2F	Seminar Room	NTD\$ 1600/4 hrs	
4F	audio-visual room	NTD\$ 2000/4 hrs	

- V. The rent for school faculty will be 50% off of the total sum; for co-organizer will be 20% off of the total sum.
- VI. Please cherish public property. If there is any damage to the public property, please compensate as the original prices. The applying department is in charge of the work of decoration and place

reinstatement. Users need to comply with the rule of each place. For the users who disobey the rules, LIS has the right to cancel the application or cut off the right of using.

- VII. This policy was adopted after administrative conference of NSYSU, and will be put into practice after the principal check and ratify. It is the same with the revise.