

National Chengchi University Dah Hsian Seetoo Library Maker Space Management Regulations

Approved by the 108th Library Committee Meeting on January 13, 2020

Amended and Approved by the 117th Library Committee Meeting on June 25, 2024

Article 1 National Chengchi University (hereinafter referred to as "the University") Library (hereinafter referred to as "the Library") establishes these regulations for promoting innovative and creative education and fostering connections between faculty, students, and startup teams. The Dah Hsian Seetoo Library Maker Space (hereinafter referred to as "the Space") is thereby established, and the "National Chengchi University Dah Hsian Seetoo Library Maker Space Management Regulations" (hereinafter referred to as "the Regulations") are enacted.

Article 2 The Space is located on the north side of the 5th floor of Dah Hsian Seetoo Library. Including 3D scanner, 3D printer, heat press, laser engraver, virtual reality (VR), motion capture area, and the discussion area. The fee standards for the Space are determined separately.

Article 3 The opening hours for the Space are as follows:

1. Monday to Friday from 9:00 AM to 5:00 PM, closed on national holidays.
2. The opening hours during winter and summer vacations will be announced separately.
3. In special circumstances, the Library may change the opening hours after announcement.

Article 4 Eligibility for Use

1. Eligible users include holders of University faculty and staff ID cards, student ID cards, alumni library cards, and Library borrowing cards (excluding interlibrary cooperation borrowing cards).
2. During winter and summer vacations, the Space is also open to groups for maker activities.

Article 5 Reservation and Borrowing

1. Users must present their ID at the counter on the day of use for identity verification. A deposit ID is required for borrowing equipment and will be returned after the equipment is checked by staff member.
2. Unauthorized use of another person's ID or lending one's ID to others will result in a violation. Two violations will result in a 30-day suspension of borrowing right.
3. Individual reservations for equipment and discussion area must be

made at least two working days in advance through the Space's website. Reservations are confirmed upon receiving a confirmation email.

4. Units borrowing the Space and equipment for courses or activities must make reservations at least one week in advance through the Space's website. Reservations are confirmed upon receiving a confirmation email.
5. Groups holding maker activities during winter and summer vacations must submit an application form and activity plan to the Space one month before the event. Borrowing is allowed after approval. Cancellations or changes must be notified at least one week in advance.
6. Cancellations must be notified by email or phone one working day in advance. Failure to notify will result in a violation. Two violations will result in a 30-day suspension of borrowing right.
7. Late arrival or extended use affecting others' rights will result in a violation. Two violations will result in a 30-day suspension of borrowing right.

Article 6 Usage Guidelines

1. Before using any equipment, please read the user manual and safety instructions carefully, and follow the librarian's instructions for operating the equipment.
2. To ensure proper operation and safety, eating and drinking are prohibited in the Space. Unauthorized modification, disassembly, or removal of equipment, cables, and power sources is also prohibited.
3. For photography or filming needs, users must comply with copyright laws, reader privacy, and portrait rights. Shutter sounds and flash must be turned off, and users should avoid photographing other users. If there are other photography needs, they shall be handled in accordance with the Library's relevant regulations on in-library photography.

Article 7 Liability and Compensation

1. Users must check equipment status before use. Any malfunctions or damages must be reported immediately to staff.
2. Damage Responsibility:
 - (1) Users are responsible for damages caused by improper operation not following the manual and will have a suspension of borrowing rights for 30 days.
 - (2) Deliberate damage requires users to pay full repair costs and

results in a one-year suspension of equipment and space usage rights. Causing second damage results in permanent suspension.

3. The Library is not responsible for the custody or completion of works.
4. Users are responsible for failed productions.
5. Users are liable for any infringement of intellectual property rights.
6. Users causing damage to public property or equipment due to unauthorized use will be held liable for compensation.
7. In cases of ID misuse, both the user and the ID owner are jointly liable for damages.

Article 8 Additional Provisions

1. Users must comply with Library equipment usage, public safety, and hygiene regulations and accept staff guidance.
2. The Library reserves the right to adjust reservation times to accommodate related activities.
3. The Library reserves the right to cancel usage times if users do not cooperate with staff instructions.

Article 9 These Regulations shall be implemented after approval by the Library Committee. Amendments follow the same procedure.

Article	Regulation	Description
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Article 2	The Space is located on the north side of the 5th floor of Dah Hsian Seetoo Library. Including 3D scanner, 3D printer, heat press, laser engraver, virtual reality (VR), motion capture area, and the discussion area.	Location, Equipment, and Fee Description
Article 3	<p>The opening hours for the Space are as follows:</p> <ol style="list-style-type: none"> 1. Monday to Friday from 9:00 AM to 5:00 PM, closed on national holidays. 2. The opening hours during winter and summer vacations will be announced separately. 3. In special circumstances, the Library may change the opening hours after announcement. 	Opening Hour
Article 4	<p>Eligibility for Use:</p> <ol style="list-style-type: none"> 1. Eligible users include holders of University faculty and staff ID cards, student ID cards, alumni library cards, and Library borrowing cards (excluding interlibrary cooperation borrowing cards). 2. During winter and summer vacations, the Space is also open to groups for maker activities. 	User
Article 5	<p>Reservation and Borrowing</p> <ol style="list-style-type: none"> 1. Users must present their ID at the counter on the day of use for identity verification. A deposit ID is required for borrowing equipment and will be returned after the equipment is checked by staff member. 2. Unauthorized use of another person's ID or 	Space and Equipment Management

	<p>lending one’s ID to others will result in a violation. Two violations will result in a 30-day suspension of borrowing right.</p> <p>3. Individual reservations for equipment and discussion area must be made at least two working days in advance through the Space’s website. Reservations are confirmed upon receiving a confirmation email.</p> <p>4. Units borrowing the Space and equipment for courses or activities must make reservations at least one week in advance through the Space’s website. Reservations are confirmed upon receiving a confirmation email.</p> <p>5. Groups holding maker activities during winter and summer vacations must submit an application form and activity plan to the Space one month before the event. Borrowing is allowed after approval. Cancellations or changes must be notified at least one week in advance.</p> <p>6. Cancellations must be notified by email or phone one working day in advance. Failure to notify will result in a violation. Two violations will result in a 30-day suspension of borrowing right.</p> <p>7. Late arrival or extended use affecting others' rights will result in a violation. Two violations will result in a 30-day suspension of borrowing right.</p>	
<p>Article 6</p>	<p>Usage Guidelines</p> <p>1. Before using any equipment, please read the user manual and safety instructions carefully, and follow the librarian's instructions for operating the equipment.</p> <p>2. To ensure proper operation and safety, eating and drinking are prohibited in the Space. Unauthorized modification, disassembly, or removal of equipment, cables, and power sources is also prohibited.</p>	<p>Regulations on Space and Equipment Usage, and Consumables Charging Methods</p>

	<p>3. For photography or filming needs, users must comply with copyright laws, reader privacy, and portrait rights. Shutter sounds and flash must be turned off, and users should avoid photographing other users. If there are other photography needs, they shall be handled in accordance with the Library's relevant regulations on in-library photography.</p>	
Article 7	<p>Liability and Compensation</p> <p>1. Users must check equipment status before use. Any malfunctions or damages must be reported immediately to staff.</p> <p>2. Damage Responsibility:</p> <p>(1) Users are responsible for damages caused by improper operation not following the manual and will have a suspension of borrowing rights for 30 days.</p> <p>(2) Deliberate damage requires users to pay full repair costs and results in a one-year suspension of equipment and space usage rights. Causing second damage results in permanent suspension.</p> <p>3. The Library is not responsible for the custody or completion of works.</p> <p>4. Users are responsible for failed productions.</p> <p>5. Users are liable for any infringement of intellectual property rights.</p> <p>6. Users causing damage to public property or equipment due to unauthorized use will be held liable for compensation.</p> <p>7. In cases of ID misuse, both the user and the ID owner are jointly liable for damages.</p>	<p>Regulations on Misuse ID, Intellectual Property, and Damage Compensation</p>
Article 8	<p>Additional Provisions</p> <p>1. Users must comply with Library equipment usage, public safety, and hygiene regulations and accept staff guidance.</p> <p>2. The Library reserves the right to adjust reservation times to accommodate related</p>	<p>Regulations on Space Usage and Other Pertinent Provisions</p>

	<p>activities.</p> <p>3. The Library reserves the right to cancel usage times if users do not cooperate with staff instructions.</p>	
Article 9	<p>These Regulations shall be implemented after approval by the Library Committee. Amendments follow the same procedure.</p>	<p>Procedures for Legislation and Amendments</p>