

National Chengchi University Library Maker Space Fee Regulations

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

Amended and Approved by the 111th Library Committee Meeting on June 28, 2021

Article 1 National Chengchi University (hereinafter referred to as "the University") Library (hereinafter referred to as "the Library") establishes these regulations for managing the fees associated with the use of the Maker Space (hereinafter referred to as "the Space"), including its venues and equipment. These regulations are enacted in accordance with Article 2, Paragraph 2 of the "National Chengchi University Dah Hsian Seetoo Library Maker Space Management Regulations." These regulations are referred to as the "National Chengchi University Library Maker Space Fee Regulations" (hereinafter referred to as "the Regulations").

Article 2 The fee standards for borrowing the Space are outlined in the attached table and are managed as follows:

1. Fee Timeframes:

- (1) **Half Day:** Four-hour periods within the full day timeframe.
- (2) **Full Day:** From 9:00 AM to 5:00 PM, totaling eight hours.
- (3) For borrowing periods less than half a day, a half-day fee is charged; for periods exceeding half a day but less than a full day, a full-day fee is charged.
- (4) For overdue returns, an additional hourly fee is applied.

2. Fee Description:

- (1) Approved applicants may borrow the Space venues and must pay the venue maintenance fee according to regulations.
- (2) If equipment operation or other assistance is required, the Library will assign personnel, and the borrowing unit must cover the additional costs.
- (3) Alumni organizations refer to departmental alumni associations or program alumni associations.
- (4) Borrowing units must pay the venue maintenance fee within one month before the usage date.

3. Refund Description:

- (1) Refund Amount:
 - i. Cancellation 30 days before the event date (excluding the event date): Full refund.
 - ii. Cancellation within 30 days before the event date: 50%

refund of the paid fee.

iii. Cancellation within seven days before the event date: No refund.

(2) In cases of force majeure (e.g., typhoons, earthquakes), resulting in event cancellation, a full refund of the paid fee will be granted.

Article 3 The machines and equipment provided in the Space are free to use.

Consumable materials can either be provided by the Library or brought by the user. The Library charges for consumables as follows:

1. After 3D printing, the finished product must be weighed at the counter. The fee is charged by gram: NT\$2 per gram for FDM 3D printing material, and NT\$8 per gram for Light-curing 3D printing material.
2. Heat transfer paper is charged at NT\$5 per sheet.
3. Laser Engraver and Heat Press materials can be purchased at the counter, or users can bring their own materials.
4. While using FDM 3D Printer, users must check the status of materials before use. The Library is not responsible for product's damages due to insufficient or broken materials, and the consumed materials will still be charged.

If the price of consumables needs to be adjusted due to cost changes, the adjustment will be made by the Library's supervisory meeting and submitted to the Library Committee for approval.

For teaching or unit borrowing of equipment, the instructor is responsible for preparing the materials.

Article 4 NCCU courses borrowing the Space venue are exempt from fees for up to five times per subject per semester. Usage beyond this limit will be charged according to the Regulations.

Article 5 Other unspecified matters shall be handled in accordance with relevant Library regulations.

Article 6 These Regulations shall be implemented after approval by the Library Committee. The same applies to amendments.

Appendix: Maker Space Fee Standards Table

Category of Borrowing Unit	Maker Space Rental Fee (NTD)		Overtime Fee
	Half Day	Full day	
Hosted by NCCU	500	1,000	125
Hosted by Alumni Association or Internal Organization	1,000	2,000	250
Hosted by External Organization	2,000	4,000	500

Article	Regulation	Description
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Article 2	The fee standards for borrowing the Space are outlined in the attached table and are managed as follows: <ol style="list-style-type: none"> 1. Fee Timeframes: <ol style="list-style-type: none"> (1) Half Day: Four-hour periods within the full day timeframe. (2) Full Day: From 9:00 AM to 5:00 PM, totaling eight hours. (3) For borrowing periods less than half a day, a half-day fee is charged; for periods exceeding half a day but less than a full day, a full-day fee is charged. (4) For overdue returns, an additional hourly fee is applied. 	Venue Fee Standards

	<p>2. Fee Description:</p> <p>(1) Approved applicants may borrow the Space venues and must pay the venue maintenance fee according to regulations.</p> <p>(2) If equipment operation or other assistance is required, the Library will assign personnel, and the borrowing unit must cover the additional costs.</p> <p>(3) Alumni organizations refer to departmental alumni associations or program alumni associations.</p> <p>(4) Borrowing units must pay the venue maintenance fee within one month before the usage date.</p> <p>3. Refund Description:</p> <p>(1) Refund Amount:</p> <p>i. Cancellation 30 days before the event date (excluding the event date): Full refund.</p> <p>ii. Cancellation within 30 days before the event date: 50% refund of the paid fee.</p> <p>iii. Cancellation within seven days before the event date: No refund.</p> <p>(2) In cases of force majeure (e.g., typhoons, earthquakes), resulting in event cancellation, a full refund of the paid fee will be granted.</p>	
<p>Article 3</p>	<p>The machines and equipment provided in the Space are free to use. Consumable material can either be provided by the Library or brought by the user. The Library charges for consumables as follows:</p> <p>1. After 3D printing, the finished product must be weighed at the counter. The fee is charged by gram: NT\$2 per gram for FDM 3D printing material, and NT\$8 per gram for Light-curing 3D printing material.</p> <p>2. Heat transfer paper is charged at NT\$5 per sheet.</p> <p>3. Laser Engraver and Heat Press materials can be purchased at the counter, or users can bring their</p>	<p>Consumables and Material Fee Standards</p>

	<p>own materials.</p> <p>4. While using FDM 3D Printer, users must check the status of materials before use. The Library is not responsible for product's damages due to insufficient or broken materials, and the consumed materials will still be charged. If the price of consumables needs to be adjusted due to cost changes, the adjustment will be made by the Library's supervisory meeting and submitted to the Library Committee for approval. For teaching or unit borrowing of equipment, the instructor is responsible for preparing the materials.</p>	
Article 4	NCCU courses borrowing the Space venue are exempt from fees for up to five times per subject per semester. Usage beyond this limit will be charged according to the Regulations.	Venue Fee of NCCU Courses
Article 5	Other unspecified matters shall be handled in accordance with relevant Library regulations.	Additional Information
Article 6	These Regulations shall be implemented after approval by the Library Committee. The same applies to amendments.	Legislative and Amendment Procedures

