

# TMU Library Regulations for the Use of the e-Learning Lab

Established and approved in the library committee meeting held on October 14, 2004

Amended and approved in the library committee meeting held on December 25, 2009

Amended and approved in the library committee meeting held on December 4, 2013

Amended and approved in the library committee meeting held on December 20, 2018

- Article 1 To provide library education and training courses, the Taipei Medical University Library (hereinafter “the library”) has established the e-learning lab (hereinafter “the lab”) and enacted the TMU Library Regulations for the Use of E-Learning Lab (hereinafter “the regulations”).
- Article 2 The lab can be used for multimedia group screenings if no training is arranged. For screenings for more than 20 people, the lab may be used for a maximum of 2 hours from Monday to Friday between 9:00 and 17:00. Please log in to the reservation system to apply for using the lab. Reservations may not be cancelled without a proper reason, and applicants who fail to show up 15 minutes after the applied-for time shall be deemed to have forfeited their reservation.
- Article 3 The lab is open for use outside the education training and multimedia group screening hours. Please enter your personal SSO account and password to make a reservation.
- Article 4 The lab shall be used in compliance with the following regulations:
1. All equipment and software in the lab are the public property of the university. Destroying, stealing, or modifying the existing system without authorization is strictly forbidden.
  2. Illegal copying of the legal software used in the lab, as well as the transfer of other illegal software to the lab’s computers, are strictly prohibited.
  3. Students who wish to install computer software due to study needs may apply to the library through their respective departments. Students are required to fill in the Application Form for Installing Computer Software in the e-Learning Lab and include a legal version of the desired software, after which the application shall be signed by the department supervisor and submitted to the library for review. The library reserves the right to decide whether to install based on network management security considerations and equipment capacity.
  4. Moving the computer equipment and connecting to the network or printer without permission are prohibited.
  5. Please follow the operating procedures when using the equipment, and contact the audiovisual counter for enquiries.
- Article 5 Matters not mentioned herein shall be handled in accordance with the

relevant regulations of the library.

Article 6 The regulations are implemented following their approval in a library committee meeting, and the same shall apply to any amendments.