

CJCU Office of Academic Affairs Teaching Equipment Borrowing Guidelines

05-26-2009 Adopted by the 2008 Second Semester End Academic Affairs Meeting
12-28-2010 Amended and Adopted by the 2010 First Semester End Academic Affairs Meeting

- Article 1: This Guideline is established to coordinate the School's teaching resources, enhance efficiency, and improve teaching quality and learning proficiency.
- Article 2: Teaching equipment is only available to teaching instructors and administrative units undertaking various events. So the borrowing instructor, designated student, or administrative unit shall be registered as the borrower; and a relevant School document (such as student ID or service card) shall be kept as collateral for the equipment loaned.
- Article 3: Loanable equipment includes laptops, single projectors, TV sets, projectors, slide projectors, CD players, cassette recorders, DVD players, video tape players, RGB lines, RGB lines (long), RGB adapter, microphones, wireless microphone sets, extension cords, roller type extension cords, laser pens, three to two hole plugs, folding chairs, and Air-conditioner cards (by the Office of General Affairs).
- Article 4: Teaching equipment borrowing locations:
Second Teaching Building first floor equipment room (ext. 1121)
Third Teaching Building third floor equipment room (ext. 1122)
- Article 5: Teaching equipment loan/return precautionary items:
1. During borrowing and returning, collaborate with the equipment room to inspect the condition of the equipment. If the equipment does not work properly during the loan, exchange for a different one. If the equipment is broken due to improper use while loaned out, the borrower shall be held liable for compensation (in principle, notebooks and single lens projectors must be inspected).
 2. Equipment should immediately be returned based on the principle of equal rights of use. If it is verified that the equipment is not used for teaching purposes or is deferred for a prolonged period of time, equipment borrowing privileges shall be suspended. Teaching units shall help to urge the instructors and students to follow the rules and not to affect the rights and interests of everyone due to individual behaviors.
 3. Before the loan, the borrower shall understand how to use the equipment properly to avoid damage caused by improper use.
- Article 6: If an instructor needs to borrow a laptop, please register with the department on the Monday one week prior to the class (the teaching unit shall fill-out the "Chang Jung Christian University Weekly Laptop Borrowing Registration Form"). The Registration

and Curriculum Section shall loan the laptop according to the equipment room schedule based on the time and location specified for the loan. Instructors without prior reservations shall use the temporary loan method to borrow equipment needed from the equipment room.

Article 7: If the various teaching or administrative units are undertaking a major event and need to borrow a large amount of equipment, the units must fill out the "Chang Jung Christian University Teaching Equipment Borrowing Application Form" for three or more of the same equipment loaned or for a longer borrowing period (over 1 day), and submit the forms to the Registration and Curriculum Section for approval prior to the loan.

Article 8: This Guideline shall be adoption by the Academic Affairs Meeting, promulgated for implementation by the President, and the same shall apply to amendments.

Chang Jung Christian University Weekly Laptop Borrowing Registration Form

Borrowing Unit:

Borrowing Period:

Borrowing Week:

Item	Date	Class	Week	Period	Classroom	Instructor Name	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Chang Jung Christian University Teaching Equipment Borrowing Application Form

Borrowing Unit:		Application Date	Year	Month	Day			
Equipment Borrowed								
Borrowing Period	Year	Month	Day	Time until	Year	Month	Day	Time
Grounds for Application								
Remarks								
Borrower		Unit Supervisor		Registration and Curriculum Section Seal				