

National Taiwan University Academic Affair Division's
Center for Teaching and Learning Development
Learning Commons Administration Details

Approved by the 2467th Administrative Affairs Meeting on Feb. 6, 2007

- I. The "Learning Commons" (hereinafter referred to as the "Commons") is established by Academic Affair Division's Center for Teaching and Learning Development (hereinafter referred to as the "Center") NTU, for the purpose of providing a multi-functional space for learning, for academic discussions and for consultation service of academic work. The Center hereby also establishes *National Taiwan University Academic Affair Division's Center for Teaching and Learning Development Learning Commons Administration Details* (hereinafter referred to as the "Details").

- II. The purpose of these Commons is:
 1. Consultation rooms, which are used for providing individual academic consultation.
 2. Conference rooms, which are used for providing academic group consultations and for this Center's workshops.
 3. The Projection area, which is used for publishing visual art works.
 4. The Couch area, which is for private conversations or reading.

- III. The Commons can only be used by faculty members and staff and students of this university.

- IV. Hours of operation:

The schedule of the Commons is the same as that of the library. During school sessions, the Commons is open Monday through Friday from 8:30am to 10:20pm. For Saturdays and Sundays, it is open from 10:00am to 4:50pm. The schedule for winter and summer sessions is announced separately.

- V. When using the Commons, one must abide to the following:
 - (1) Upon entering the Commons, one must present a valid ID, such as a faculty member, staff or student ID, and must register at the service counter.
 - (2) Users of the Commons must assist in keeping the area in good conditions.
 - (3) Users may not smoke or bring food/drink into the premises.
 - (4) Users must turn their cell phone off or to a silent mode.
 - (5) Users may engage in discussions in a low voice and avoid disrupting others.
 - (6) Users must comply with staff instructions.

- (7) Users must take proper care of personal belongings, monetary items, books and equipments; the Commons takes no responsibility for the custody of such items.
- (8) Any violation of rules shall result in a one-month suspension of privileges to use the facilities. Matters not covered under these details shall be handled in accordance with *“National Taiwan University’s Violation of Library Regulations Administration Guidelines”*

VI. Application for showings at the Projection Area must abide by the following regulations:

- (1) The applicant must possess the privilege to use the Commons and must also be the original author of the intended showing.
- (2) The applicant must complete the application form and submit it together with the original creative work to the Center. The free showing of the creative work at the Commons must be approved by the author and this Center.
- (3) Each piece of creative work may be shown up to four hours per day at the Commons and for a maximum of one week. The time slot for the showing can be chosen. If there is more than one applicant for the same time slot, the Center shall decide on the order of priority.
- (4) Applicants must comply with intellectual property rights laws and must not violate relevant regulations; one shall bear the legal responsibilities in case of breach of regulations.

VII. Matters not covered under these details shall be handled in accordance with *“National Taiwan University’s Library Access Rules”*.

VIII. These details shall be implemented on the date of its announcement after being approved by the Administrative Affairs Meeting.

Application Form for Video Film Showings at the Projection Area of the Learning Commons

I. Applicant

1. Name:
2. Unit of service:
3. Contact phone:
4. Email address:
5. Date of application:
6. Date of showing applied for:
(each piece of work may have up to one week of showing time)
From _____ through _____
7. Desired time slot applied for: everyday from _____ until _____

II. Creative Work

1. Name of creative piece:
2. Theme of the creative piece:
3. Content of the creative piece: (within 300 words)

III. Application Processing Unit (applicants please do not complete)

1. Date of processing:
2. Review results: showing approved showing denied
(reason: _____)
3. Signature of processing staff:
4. Signature of unit's supervisor:

Remarks:

1. The application request must be turned in 7 working days prior to the date of showing.
2. One application form is limited to the showing of one piece of work; if the applicant has other pieces of work, there must be one application form for each piece of work.
3. This Center is only in charge of providing the facilities; the author must bear all legal responsibilities in case of any breach of violations.
4. Submit the application form together with the Creative Work Showing Consent Form to the service counter of the Learning Commons; the phone # for the Division of Learning Support of this Center is: 33665701

Creative Work Showing Consent Form
At the Projection Area of the Learning Commons

I hereby authorize the Center for Teaching and Development of the Academic Affairs Division to publicly show my original work at the Learning Commons starting from _____ until _____.

Work Title: _____

Author: _____

✘ The undersigned declares full copyright ownership of the above mentioned creative work and hereby delegates such copyright.

Notwithstanding the above mentioned, this consent form is non-exclusive, and thus the undersigned still retains full ownership of such work.

Undersigned: _____ (signature and seal)

ID card number:

Address:

Date