

National Taiwan Ocean University Library

Guidelines for the Use of the Learning and Creation Performance Hall

Approved at the Office of Library and Information Technology Affairs Meeting on March 25, 2025

1. The Learning and Creation Performance Hall is established to support teaching courses, project competitions, research and development presentations, as well as academic lectures and related activities. It is available for use by university departments, faculty, staff, and students. These guidelines are formulated accordingly.
2. The Hall is only available for approved academic activities. Private gatherings, commercial activities, or other inappropriate uses are strictly prohibited.
3. The Hall's opening hours are the same as the library's daily opening hours. For special circumstances, requests may be submitted to the Division of Circulation Services, which will review the situation and consult with Vice President for Library and Information Technology. The Division reserves the right to approve or deny such requests.
4. Applications for use must be submitted at least one week in advance. Applicants should download the "National Taiwan Ocean University Library Learning and Creation Performance Hall Application Form" from the Office of Library and Information Technology website. The form must include the event time, title, number of participants, and required equipment. The application should be submitted to the Division of Circulation Services, and the Hall may only be used after approval.
5. The Hall provides internet access and equipment. All equipment (such as projectors, microphones, whiteboards, tables, chairs, and display boards) must be properly used and maintained. Any damages or losses caused during use must be compensated at cost.
6. The library does not assume responsibility for the safekeeping of personal valuables or equipment brought into the Hall.
7. Users must maintain cleanliness. If food or beverages are consumed, the library only provides a garbage bag holder. Applicants must bring their own garbage bags and restore the Hall to its original condition after use. Trash must be taken away and disposed of by the applicants.
8. Smoking, drinking, use of open flames, or bringing dangerous items into the Hall are strictly prohibited. Activities must avoid excessive noise to ensure they do not disturb other library users. Violations will result in cancellation of usage privileges.

9. To cancel or reschedule a reservation, users must notify the Library Reading Services Division at least 5 working days in advance. If failure to notify occurs three times, the applicant will be barred from reserving the Hall for 6 months (calendar days).
10. These guidelines take effect upon approval by the Library and Information Technology committees.