

Soochow University Library 3D Creative Studio Management Directives

Approved by the Board of Library Commissioners on October 5, 2022

- Article 1 The Library of the Soochow University (hereinafter referred to as "the Library") formulated the "Soochow University Library 3D Creative Studio Rules" (hereinafter referred to as the "Rules") in order to manage the venue environment of the 3D Creative Studio (hereinafter referred to as "the Space") and to establish the rules of use.
- Article 2 All staff and students may apply for the use of this space for teaching, research, school affairs, classroom practice, or personal and social activities in accordance with these points.
- Article 3 This space can accommodate a maximum of 10 persons. Among the applicants, one of them should have passed the certification course on the operation and use of the equipment of the 3D Creative Studio.
- Article 4 The applicant must submit an application two weeks in advance, and the principles of application are as follows:
- A. The principle of this space is to be borrowed for half a day for a single use. The borrowing time is from 9:00 a.m. to 12:00 p.m. at noon and from 1:00 p.m. to 4:00 p.m. from Monday to Friday (Monday to Thursday during the summer and winter vacations).
 - B. Each person is limited to one borrowing per week. If there are no other applicants during the week, the maximum check-out period is three working days.
 - C. During the summer and winter vacations, we will maintain our facilities and sites, and the Space will not be available for borrowing during the maintenance period, which will be announced separately.
 - D. In the event that the Library organizes an important event, they may notify the applicant separately and make changes to the borrowing schedule.
- Article 5 In order to maintain the equipment and environment of this space, users should observe the following regulations:
- A. For standing panorama shooting, it is prohibited to step on the screen with outdoor shoes. If you need to step on the screen, you should use the maintenance tape available in the studio, or wear personal clean indoor shoes.
 - B. No food or drinks are allowed in the Space.
 - C. For posters or layout setups, please bring your own sticky clay or paper tape and restore the Space to its original conditions after use.
- Article 6 The Space and lockers are only for users to place non-hazardous personal belongings during the borrowing time, and they should take them away by themselves after use. The Library only provides the Space for borrowing, and does not take the responsibility of keeping your personal belongings.
- Article 7 The use of this space shall comply with the following provisions, violators shall bear the civil and criminal liability:
- A. All equipments in the Space shall not arbitrarily download from unknown sources and install any unauthorized applications.
 - B. The use of equipment, applications and software in this space is strictly prohibited the illegal use of other people's recorded works or unauthorized music, videos and pictures.
 - C. Any behavior that is indecent or contrary to good morals (pornography), racial discrimination, or endangers human dignity is strictly prohibited in this space.
- Article 8 The use of space equipment shall comply with the following regulations:

A. If you use the electronic equipment you brought with you, you should consult the Space manager first to avoid causing power problems that may affect the normal operation of the library.

B. All equipment and instruments in this space should not be arbitrarily changed or disassembled in order to maintain the performance of the equipment.

Article 9

Users should record their own backups of files and take them away to prevent unauthorized access to the files by subsequent users; the Library is not responsible for the storage and safekeeping of the files.

Article 10

The handling of violation of this point shall be as follows:

A. Anyone who causes damage to the Library and related equipment shall be liable for repair and compensation for the damage.

B. In case of serious cases, the Library Committee shall discuss and suspend the authorization.

Article 11

This summary is approved by the Library Board and reported to the school president.