

# **Guidelines for the Use and Management of Printers on the Computer Classrooms in the NDHU Library and Information Center**

國立東華大學圖書資訊中心電腦教室印表管理辦法

Approved by the 2th session of the Administrative Council in the 1st semester of the Academic Year 2002/2003  
on September 11, 2002

Amended and approved by the 1st session of the Administrative Council in the 1st semester of the Academic  
Year 2006/2007 on September 13, 2006

Amended and approved by the 2nd session of the Administrative Council in the 1st semester of the Academic  
Year 2009/2010 on September 23, 2009

Amended and approved by the 8th session of the Administrative Council in the 1st semester of the Academic  
Year 2011/2012 on December 21, 2011

Amended and approved by the 1st session of the Administrative Council in the 2nd semester of the Academic  
Year 2012/2013 on February 27, 2013

Article 1 The following guidelines (hereinafter referred to as the Guidelines) are established for Library and Information Center (LIC) to properly administer as well as maintain the laser printers and other printing resources for NDHU's faculty, staff, and students (hereinafter referred to as the NDHU members).

Article 2 All the consumables, repair & maintenance, and consulting services required for using LIC's printers shall be provided by LIC.

Article 3 The quota for free printing assigned to each NDHU member each academic year is:

1. 100 pages per person per academic year.
2. Printing 1 page will deduct the quota by 1 page.
3. The validity of the quota per academic year starts from August 1st to July 31st the following year.
4. The entire quota shall be used within the valid period, i.e. unused quota will not be added up to the following academic year.

Article 4 Individual NDHU Email account and password shall be used to log on to computers at Computer Classrooms, and use printers accordingly.

Article 5 The NDHU members shall be responsible for their own accounts. Use of other's accounts without probable causes is prohibited. Once found and verified, any ID thief will be punished in accordance with related regulations, and will be deprived her/his right of using NDHU printing services for an academic year.

Article 6 Once the quota is used up, he/she shall pay at his/her own cost in accordance with the following regulations:

1. A "Base" of 100 pages will cost NT\$200. The minimum purchase is one base, no maximum limit. Payment shall be made at the counter of Taiwan Business Bank (1F, Administrative Building), then take the receipt to the Computer Classroom's Information Desk for work-study students to record the new quota purchased.
2. The quota deduction is the same as Article 3.
3. The quota purchased can be used until graduation or job termination.

Article 7 These rules and all amendments are implemented upon ratification by the Administrative Council and approval by the President.