

International Centre of Cultural Studies, National Yang Ming Chiao Tung University

Guideline of Media Lab Equipment Rental Services

1. In order to assist various classes and events held by the International Centre of Cultural Studies, this guideline for Media Lab Equipment Rental Services is set to maximize the efficiency of the processes.
2. Rules for using equipment:
 - a. The Media Lab equipment rental services prioritize applications by researchers participating in or advising projects, classes, events or field works of the Centre. If there are student activities or personal use, please proceed to related departments for the rental services.
 - b. While using the equipment, do follow instructions and keep the equipment in function.
 - c. If there are more than 2 people applying for equipment rent, the Centre shall depend on the nature of the events to decide the priority of the users.
 - d. For those who have finished the projects with the assistance of the Media Lab, please acknowledge that “this research is supported by the International Centre of Cultural Studies, National Yang Ming Chiao Tung University.” Related research results will be listed in the portfolio of the Centre.
3. Rules for renting equipment:
 - a. Fill in the [Media Lab Equipment Rental Form](#) to book a specific time slot, and email to iccsmedialab@gmail.com. After receiving the reply, please sign the form and hand it back to the office of the Centre and take the equipment. The office hours of the Centre are 10:00-12:00, 14:00-17:00 (Monday to Friday).
 - b. If the date of borrow/return is a holiday, one shall borrow/return the Lab one day in advance.
 - c. The longest rental period for the equipment would be 15 days and renewal of the booking is allowed if no one applies for the rental services. For those who have used the Lab for more than 15 days they return the equipment within 3 days.

- d. Before using the equipment, one shall confirm with the manager that they are in a normal situation and functionable. When returning the equipment, please make sure that they are not broken or lost. Do check the equipment together with the manager when returning them to the Centre's office.
- e. Return of the equipment: the manager shall confirm the number of equipment rented with the attached components, and make sure that they are all functionable without loss. The return procedure is only completed after checking.
- f. The rental period and the date of return shall be dependent on the rental date. If there are special requirements for rental extension, please do apply 2 days in advance for permission.
- g. One shall use and keep the equipment in a proper manner. If there are damages when return, do inform the Centre. If there are intentional damages, one shall compensate with the retail price of the equipment.
- h. For those who return the equipment late, the penalty shall be \$100 NTD per day until the date of return (public holidays not included).
- i. If there is a reasonable depreciation of equipment, the Centre shall go through administrative procedures for repair. If there are damages due to misuse of the rentee, he/she shall be responsible for compensation.