

Guidelines for XR Equipment Loan
The Digital Learning Center (DLC) of the Office of Academic Affairs (OAA),
National Taiwan University (NTU)

Approved by the CTLD/DLC Office of Academic Affairs Meeting on September 21, 2023

- I. The Digital Learning Center (DLC) of the Office of Academic Affairs (OAA), National Taiwan University (NTU) has established this Guidelines for XR Equipment Loan.
- II. Applicants are limited to faculty members of NTU. Currently, loans are not available to students, administrative staff, and individuals not affiliated with NTU.
- III. Faculty members of NTU who conduct teaching activities in the R401 future classroom at Zonghe Lecture Building of the OAA may be given priority in borrowing equipment.
- IV. The XR equipment loan application is available for reservation during NTU's daytime teaching hours: 9:00 am to 5:30 pm, Monday to Friday. Equipment pick-up and return times must coincide with the availability of the R401 future classroom at the Zonghe Lecture Building during the respective semester.
- V. Applicants must fill out the application form in Appendix Two and submit the application to DLC. Please return the equipment within the specified loan period. Failure to return the equipment on time will result in a one-year suspension from further loan requests.
- VI. The Applicants must submit the application at least 7 working days prior to the intended borrowing date. DLC will conduct a review and respond via email. An Applicant approved for the first time must attend equipment training.
- VII. Borrowers must adhere to the following:
 - (I) Properly maintain the equipment. The user is liable for compensation for any damage caused by improper usage.
 - (II) Borrowers are prohibited from substituting unauthorized accessories for the original equipment, as well as making unauthorized modifications to the system settings within the equipment. Additionally, downloading illegal or morally offensive software is strictly prohibited.
 - (III) The management staff must be immediately informed of any existing equipment defect or damage prior to usage. The user is liable for the compensation of any equipment damage or exacerbated damage from usage after failing to inform the management staff of existing defects and damages.
 - (IV) Equipment accessories should be inventoried each time they returned. In the event of any loss, the user is responsible for compensation.
- VIII. If the borrower has a history of improper use and fails to improve despite guidance, DLC reserves the right to terminate the borrower's borrowing privileges. The borrower has no right to raise an objection.
- IX. In the event of special circumstances, DLC may require the borrower to return the borrowed equipment in advance. The borrower has no right to raise an objection.
- X. The Guidelines are effective upon approval by the CTLD/DLC Office of Academic Affairs Meeting and shall be implemented from the date of promulgation.

【Appendix I】**List of XR Equipment****The Digital Learning Center (DLC) of the Office of Academic Affairs (OAA)**

Type	Item	Quantity	Note
VR Headsets	VIVE Cosmos	12	PCVR headset
	VIVE Focus	15	All-in-one VR headset
	VIVE Focus3	20	All-in-one VR headset with VIVE streaming cable
	VIVE Flow	10	Light VR glasses
High-End Laptops	AORUS 15G Gaming Laptop	5	Compatible with VIVE Cosmos Display.
	MSI Raider GE76	7	
VR 360° Cameras	GoPro Max	5	Includes charger, battery, memory card, and tripod.
	Insta360 X3	18	
Wireless Display Adapters	Microsoft Wireless Display Adapter	14	Used for displaying images from the VR headset.

【Appendix II】

XR Equipment Loan Form
The Digital Learning Center (DLC) of the Office of Academic Affairs (OAA)

Name of Borrower	(Please ensure that all team members sign)		Name of Instructor	
			Course Title or Curriculum Number	
Main Contact	Name: _____ E-mail: _____ Phone: _____			
Date Equipment Picked UP		Date Equipment will be Returned		Date Equipment Returned
--Equipment Loan List (Please check item by item)--				
VR Headsets				
<input type="checkbox"/> Flow	<input type="checkbox"/> Focus	<input type="checkbox"/> Focus 3	<input type="checkbox"/> Cosmos	
<ul style="list-style-type: none"> ● Controller x1 ● Transfer Cable x1 ● Lens Cleaning Cloth x1 ● 10000mah Power Bank x1 ● Instruction Manual + Warranty Certificate x1 ● Packaging Box x1 	<ul style="list-style-type: none"> ● Controller x1 ● Transfer Cable x1 ● Charging Plug x1 ● Instruction Manual +Warranty Certificate x1 ● Packaging Box x1 	<ul style="list-style-type: none"> ● Controller x2 ● Transfer Cable x1 ● Charging Cable x1 ● Charging Plug x1 ● Lens Cleaning Cloth x1 ● Instruction Manual + Warranty Certificate x1 ● Packaging Box x1 <p><input type="checkbox"/> Microsoft Wireless Display Adapter</p>	<ul style="list-style-type: none"> ● Controller x2 ● Transfer Cable x1 ● Mini DP Adapter x1 ● Charging Plug x1 ● Lens Cleaning Cloth x1 ● Instruction Manual + Warranty Certificate x1 ● Packaging Box x1 	
<ul style="list-style-type: none"> ● Property Number: _____ Quantity: _____ 				
VR Laptops				
<input type="checkbox"/> Aorus		<input type="checkbox"/> MSI		
<ul style="list-style-type: none"> ● Adapter + Charging Cable x1 ● Mouse x1 		<ul style="list-style-type: none"> ● Laptop Dust Bag + Laptop Bag x1 ● Instruction Manual x1 		
<ul style="list-style-type: none"> ● Property Number: _____ Quantity: _____ 				

360° Cameras

GoPro Max

- Lens Cover x2
- Battery x2
- Transfer Cable x1
- Tripod Adapter x2
- Charge Hub x1
- 64G Memory Card x1
- Camera Pouch x1
- Lens Guard x2
- Waist Pouch x1
- Instruction Manual
- Carry Case x1



● Property Number: _____

Quantity: _____

Insta360 X3

- Lens Cap x1
- Camera Pouch x1
- Battery x1
- Battery (with case) x1
- Transfer Cable x1
- USB Cable x1
- Charge Hub x1
- 128G Memory Card x1
- Lens Guard x2
- 114cm Invisible Selfie Stick x1
- All-Purpose Tripod Stand x1
- Lens Cleaning Cloth x1
- Quick Release Mount (with a key) x1
- Instruction Manual (Mandarin, English) x2
- Carry Case x1



● Property Number: _____

Quantity: _____

TD-1 Tripod. Property Number: _____

Quantity: _____

Terms of Equipment Loan:

1. To borrow equipment only for the instructional needs of the course, please refer to the “Guidelines for XR Equipment Loan, The Digital Learning Center of the Office of Academic Affairs.”
2. When equipment is loaned, it will be checked together to ensure that it functions properly. Upon return, the same checks will be conducted. Your cooperation is appreciated. If there is any damage, the borrowing group is collectively responsible for compensation based on the market value.
3. Sanctions for Late Returns: Those who fail to return items on time will result in all group members being prohibited from future borrowings.

I have read and agree. _____