

## Management and Operation of the Learning Commons

The following is stipulated based on Article 10 of the Learning Commons Usage Guide.

### I. Posts on notice boards, etc.

(1) Content that may be posted on the Learning Commons notice boards (2nd, 3rd and 4th floors of Ryoshinkan and 1st floor of Learned Memorial Library) is limited to the following.

- Information related to the operation of the Learning Commons
- Announcements related to events approved through the application process by submitting the application form (ラーニング・コモンズ利用申請書) that invite participation from students across faculties and graduate schools
- Announcements related to events sponsored, co-sponsored, or supported by Doshisha University or the administrative and academic organizations within Doshisha University
- Announcements related to events sponsored, co-sponsored, or supported by The Doshisha
- Other content approved by the Director of the Center for Learning Support and Faculty Development

(2) Content that may be posted on digital signage is limited to the following. The publication period, display time, etc., will be decided by the Director of the Center for Learning Support and Faculty Development with consideration for overall balance.

※Video playback time is limited to a maximum of 15 seconds.

- Information related to the operation of the Learning Commons
- Announcements related to events approved through the application process by submitting the application form (ラーニング・コモンズ利用申請書) that invite participation from students across faculties and graduate schools
- Announcements related to events sponsored, co-sponsored, or supported by Doshisha University or the administrative and academic organizations within Doshisha University
- Announcements related to events sponsored, co-sponsored, or supported by The Doshisha
- Other content approved by the Director of the Center for Learning Support and Faculty Development

(3) Content that may be posted on the Learning Commons homepage is limited to the following.

- Information related to the operation of the Learning Commons
- Announcements related to events approved through the application process by submitting the application form (ラーニング・コモンズ利用申請書) that invite

participation from students across faculties and graduate schools

- Other content approved by the Director of the Center for Learning Support and Faculty Development

## 2. Food and drink

In principle, the following shall apply.

(1)

[Imadegawa Campus]

- Learning Commons (Ryoshinkan) :

Food and beverages are permitted on the 2nd floor, only beverages are allowed on the 3rd floor.

- Academic Plaza (Shinsokan) : Food and beverages are permitted.

[Kyotanabe Campus]

Food and beverages are permitted.

(2) Only the following food and beverages are permitted.

Beverages: Drinks in thermoses, plastic bottles, and cups with lids are permitted.

However, beverage containers that can easily break and/or spill contents are not allowed.

Food: Only snacks are permitted.

※This does not include items such as rice balls, sandwiches, or other meal-like items.

## 3. Use by visitors

The users of Learning Commons shall be as per Article 4 of the Doshisha University Learning Commons Usage Guide, but in the following cases, a visitor from outside the university may be considered a person approved to use the facilities by the Executive Dean as stipulated in Item 3 of the same Article.

(1) Participants in study sessions and seminars for which full-time faculty/administrative staff members of Doshisha University are responsible and present

(2) Those who are invited as speakers or instructors of a study session, seminar, etc., held in the Learning Commons

## 4. Reserving areas or devices

(1) The rules for reserving an area are as follows. The maximum number of reservations that can be retained by the same user (or same department/ section) is 1 per day, including ① and ②, for a total of 3 reservations.

① Presentation Court, Workshop Room 1/2, and Academic Plaza (Shinsokan) .

- Those who would like to make a reservation are required to complete an application form (ラーニング・commons 利用申請書) and submit it to the Information Counter at least 1 week prior to the date of use
- The length of reservation should be the minimum time necessary and, in principle, the

maximum length should be up to an additional 30 minutes before and after the event or main purpose of use.

- The office of the Center for Learning Support and Faculty Development shall decide whether or not to accept the reservation based on the content of the application form.

② InfoDiner and Group Study Rooms (Ryoshinkan)

- Reservations can be made at the Information Counter up to 2 weeks prior to the date of use.
- Same-day reservation for Group Study Rooms can not be accepted.
- One reservation is limited to 2 hours. If you wish to use an area for more than 2 hours, an additional reservation can be accepted if there are no other reservations for that time.
- If an area is not occupied within 15 minutes from the start of the reserved time, the reservation will be cancelled.

(2) If equipment/ a device(s) is lost, soiled, or damaged, the user must promptly notify the Center for Learning Support and Faculty Development. The user may be required to compensate for all or part of the damage.