



Asia University Library Information Literacy Classroom Application Form

Application Date (yyyy/mm/dd) :

Department		Name		ID	
TEL		E-Mail		Title	
Date		Start at: Finish at:		Number of Participants	
Purpose					
Department			Library		
Applicant		Agent			
Head of Department		Supervisor			

Notes:

1. Applicant must be faculty or staff, and course teacher should be present when using Information Literacy Classroom.
2. Library Information Literacy Classroom may afford computer related course uses. For the other courses use, please apply another classroom.
3. Please download this form and apply 2 weeks in advance.
4. Please follow the rules of Information Literacy Classroom, applicant should be responsible for the order and cleanliness, and unable to move or setup equipment without permission. If any equipment damaged or lost, applicant should compensate according to the equipment price.