

義守大學圖書與資訊處媒體實作空間使用規定

Rules of the Use of the Media Commons at the Office of Library and Information Services of I-Shou University

104 年 10 月 28 日校長核備公告全文

Ratified and promulgated by the President on October 28, 2015

- 一、義守大學圖書與資訊處(以下簡稱本處)為提供本校教職員生進行快速錄製及簡易存取多媒體影音需求，特設立媒體實作空間(Media Commons，以下簡稱本空間)，並訂定「義守大學圖書與資訊處媒體實作空間使用規定」(以下簡稱本規定)。
 - I. The Media Commons is established by the Office of Library and Information Services, I-Shou University (hereinafter referred to as the “OLIS”) to provide faculty, students and staff with a space to quickly record and access multimedia data, and the Rules of the Use of the Media Commons at the Office of Library and Information Services of I-Shou University (hereinafter referred to as the “Rules”) are introduced accordingly.
- 二、本校教職員生如欲使用本空間，應登錄本處網頁提出使用申請，或填寫網路資源服務申請單，向本處資訊網路組申請；並於借用當日持教職員生證，至本處資訊網路組辦理借用，每人每次借用時間以二小時為原則。
 - II. To use the Media Commons, faculty, students or staff shall visit the OLIS’s website to make a reservation or submit a completed Application Form for Internet Resources to the Information Network Section in advance. Patrons whose reservation has been accepted shall visit the Information Network Section on the date and time of use, showing his/her faculty/student/staff ID card for registration. Each borrower is allowed to use the Media Commons for two hours per time.
- 三、本空間使用注意事項如下：
 - (一)使用時請保持低聲討論，避免大聲喧嘩，不得飲食，以維護環境整潔。
 - (二)貴重物品請自行保管，若有遺失，本處概不負責；如有損壞本空間設備或物品，照價賠償。
 - (三)申請人臨時不克前來，須前一日向本處提出取消或改期。
 - (四)原借用時段不得擅自與他人交換或轉讓他人；違者，本處得取消

當次借用權利。

(五)申請人若逾借用時間十五分鐘未報到，將釋出本空間，並視同預約未使用一次。連續二次借用未使用，停止申請人借用權二個月。

(六)本處遇有必要狀況時，得通知申請人將收回或進入本空間。

- III. Patrons are required to abide by the following rules when using the Media Commons:
1. Please keep your volume at a low level, and no food or beverage is allowed inside.
 2. Please keep your personal belongings with you. The OLIS is not responsible for any loss of personal property. Any damage to the facilities or other school property in the Media Commons will charge you for compensation based on the sale price.
 3. Please cancel or reschedule your reservation one day prior to the date of use if you cannot make it for any reason.
 4. Please do not exchange your reservation with another patron or transfer it to another person. Violators will be disqualified from the current reservation.
 5. There is a 15-minute grace period for a borrower's coming late, after which the Media Commons will become available for reservation, and the borrower will be marked absent once. Patrons who have been marked absent twice in a row will be suspended from borrowing for a period of two months.
 6. If the occasion arises, the OLIS will notify the borrower that it will close or enter the Media Commons.

四、本規定未盡事宜，悉依本校相關規定辦理。

- IV. Any matter not mentioned herein shall be subject to applicable regulations and rules of the University.

五、本規定經本處處務會議審議通過，陳請校長核備後自公告日實施。

- V. The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office of Library and Information Services and ratified by the President.