

# 義守大學圖書與資訊處圖書館研究討論空間借用規定

## Rules of Booking Study and Discussion Areas with the Office of Library and Information Services at I-Shou University

84 年 3 月 5 日 83 學年度第 2 學期行政會議修訂  
Amended on March 5, 1995, by the University Administration Council in the second semester of the academic year 1994

98 年 6 月圖書館諮詢委員會通過

Adopted by the Library Advisory Committee in June 2009

102 年 4 月 15 日校長核定公告修正全文  
Amendments to the Rules promulgated with the consent from the President dated April 15, 2013

104 年 10 月 13 日校長核定公告修正全文  
Amendments to the Rules promulgated with the consent from the President dated October 13, 2015

108 年 11 月 19 日處務會議修正通過(全文)，109 年 2 月 11 日校長核備公告

Amendments to the Rules adopted by the Office Affairs Council on November 19, 2019, and promulgated with the consent from the President dated February 11, 2020

113 年 6 月 24 日處務會議修正通過(第 1、3~5、7 條)，113 年 7 月 10 日校長核備公告

Amendments to Articles 1, 3-5, and 7 adopted by the Office Affairs Council on June 24, 2024, and promulgated with the consent from the President dated July 10, 2024

第一條 義守大學（以下簡稱本校）圖書與資訊處（以下簡稱本處）為便利本校教職員生進行學術研究、討論及教學，特設立個人研究小間、小組討論室、智慧教室及多功能展演廳等研究討論空間，並訂定「義守大學圖書與資訊處圖書館研究討論空間借用規定」（以下簡稱本規定）。

Article 1 To facilitate academic research, discussions, and teaching conducted by faculty members, staff, and students of I-Shou University (hereinafter referred to as “the University”), the Office of Library and Information

Services (hereinafter referred to as “the Office”) establishes study and discussion areas, including individual study rooms, group study rooms, smart classrooms, and multi-functional halls, and sets out the Rules of Booking Study and Discussion Areas with the Office of Library and Information Services at I-Shou University (hereinafter referred to as “the Rules”) accordingly.

第二條 申請人數：

Article 2 Booking requirements:

- 一、個人研究小間：單人申請。
  1. Individual study rooms: one person each;
- 二、小組討論室：三人以上始得申請。
  2. Group study rooms: at least three persons; and
- 三、智慧教室及多功能展演廳：十人以上始得申請。
  3. Smart classrooms and multi-functional halls: at least ten persons.

第三條 申請方式與借用期限如下：

Article 3 Booking procedure and loan periods:

- 一、本校教職員工生均可借用圖書館研究討論空間。
  - (一) 個人研究小間及小組討論室可在使用前一星期內於本處網頁提出預約申請，並於借閱當日持教職員工生證件，至各館櫃檯辦理借用。
  - (二) 借用智慧教室及多功能展演廳者，應於三個工作日前三至應用資訊系統預約申請。
1. Faculty members, staff, and students of the University are eligible to book study and discussion areas.
  - a. Individual study rooms and group study rooms can be booked on the Office's website one week prior to the desired date. On the day of use, faculty members, staff, and students shall present their ID badges or student ID cards at the Information Desk to complete the borrowing process.
  - b. When booking smart classrooms and multi-functional halls, an online application shall be filed on the Information System at least three working days in advance.

二、借用期限規定如下：

(一) 個人研究小間借期：

1. 短期借用：七天以內。

2. 長期借用：一學期。

(二) 小組討論室、智慧教室及多功能展演廳借期為二小時，期滿無人預約，得續借同一空間一次。智慧教室及多功能展演廳如因課程或活動需求，得視情況延長借用時間。

2. Loan periods are as follows:

a. Individual study rooms:

(1) short-term: seven days or less.

(2) long-term: one semester.

b. Group study rooms, smart classrooms, and multi-functional halls: two hours; a borrower may extend the use of the same room for another two hours if no requests are pending. The loan periods for smart classrooms and multi-functional halls may be extended depending on course or event needs.

第四條 圖書館研究討論空間配合各館開放時間提供使用，遇有特殊情況時，得於事先公告後變更開放時間。

Article 4 The opening hours of study and discussion areas are the same as those of libraries unless an announcement is otherwise issued for special occasions.

第五條 使用注意事項如下：

Article 5 Notices:

一、申請人對借用研究討論空間鑰匙於借用期間應負保管責任，期滿需辦理歸還手續；借用期間如不慎遺失鑰匙或損壞內部設備或物品，申請人應負損害賠償責任。

1. Borrowers shall keep and use the room key with care during the loan period, and return the room key to the Office when the loan period expires. If the room key is lost or any facilities are damaged during the loan period, the borrower shall be responsible for any and all compensation.

二、不得將研究討論空間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。

2. Borrowers shall not transfer or exchange their study/discussion areas to or with others without prior consent. Violators will be suspended from using immediately.

三、使用期間應保持低聲討論避免大聲喧嘩，不得吸煙及攜帶飲料、食品入內；使用完畢時應關閉電燈、清理桌椅，維持整潔，如有其他不當行為或不遵守本處相關規

範，經勸導無效者，本處得立即停止申請人借用權二個月。

3. During the loan period, a loud voice, smoking, eating, and drinking are strictly prohibited. Borrowers shall turn off the lights, restore desks and chairs, and clean up the area before leaving, Borrowers shall stop any improper behavior after being told by the Office; otherwise, the Office may suspend their right to borrow study and discussion areas for a period of two months.
- 四、逾時十五分鐘未報到或借用後無正當理由未使用者，本處得取消當次使用權限。申請人連續二次預約未使用，本處得停止申請人借用權二個月。
4. For those who fail to show up within fifteen minutes of the scheduled time or do not use the booked area without a valid reason, the booked session may be canceled. The Office may suspend his/her right to borrow study and discussion areas for a period of two months if an applicant has booked a room but didn't use it twice in a row.
- 五、借用人貴重物品或私人物品，應自負保管之責，如有遺失，本處概不負責。
5. Borrowers shall keep a close eye on their personal belongings; the Office will not be held liable for any damage to or loss of personal belongings.
- 六、本處遇有必要狀況時，得通知申請人收回或進入研究討論空間。
6. The Office reserves the right to deny borrowers the right to use any study and discussion areas at its discretion.

第六條 本規定如有未盡事宜，悉依本校相關規定辦理。

Article 6 Matters not mentioned herein, if any, shall be subject to the applicable regulations and rules of the University.

第七條 本規定經處務會議審議通過，陳請校長核備後自公告日實施。

Article 7 The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council and ratified by the President.

*Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.*