

# 長榮大學圖書館會議室使用辦法

## Chang Jung Christian University Library Conference Room Regulations

105.07.07 104 學年度第 2 學期第 5 次行政會議修正通過  
Revised and approved on July 7, 2016 by the 5th Administrative Meeting of Academic Year 2015 Semester 2.

第一條 長榮大學圖書館（以下簡稱本館）為辦理會議室之借用，特訂定「長榮大學圖書館會議室使用辦法」（以下簡稱本辦法）。

Article I Chang Jung Christian University Library (hereinafter referred to as the Library) has formulated Chang Jung Christian University Library Conference Room Regulations (hereinafter referred to as the Regulations) to handle the use of the library's conference rooms.

第二條 本館會議室僅限本校教學及行政單位借用，學生不得借用。

Article II The conference rooms of the Library are restricted to the teaching and administrative units of CJCU. Students shall not be allowed to borrow the conference rooms.

第三條 會議室之開放借用日期依本館開館日。開放借用時間為開館起到閉館前 1 小時。

Article III The available dates for borrowing the conference rooms shall be based on the Library opening days. The available borrowing time shall be from when the Library opens to one hour before its closing time.

第四條 借用單位須於活動前登入保管事務組空間借用系統申請，經本館核准後方可使用。借用時段如與本館活動撞期時，本館得優先使用。

Article IV Users shall log in to the venue borrowing system of the Assets and General Affairs Section to apply before the activity. The venue may be used only upon approval by the Library. If the needed hours conflict with the activities of the Library, the Library shall have priority of use.

第五條 借用單位應遵守下列規定：

Article V Users shall abide by the following regulations:

一、 應指定現場負責人 1 名，隨時與本館館員聯繫，如須勘查場地，應於本館上班時間內辦理。

1. One person shall be designated to be in charge on-site and maintain contact with the Library staff at any time. If it is

necessary to survey the site beforehand, it should be done during the working hours of the Library.

- 二、 布置場地或張貼文宣需事先徵得本館同意後辦理。
2. Approval shall be obtained from the Library before decorating the venue or posting announcements in the venue.
- 三、 攜進本館之財物、設備及資料，應自行派員妥善保管，如有遺失或損毀，本館概不負責。
3. Users shall keep an eye on own properties, equipment and materials brought into the venue. The Library is not responsible for any loss or damage.
- 四、 活動結束後應於當日將非屬本館之物品搬離本館，並做好清潔善後工作。
4. After the event, items that are not part of the Library shall be removed from the Library on the same day, and the venue shall be properly cleaned up.
- 五、 未經許可不得擅自移動本館設備，借用本館各項設備或器材，均應妥善維護，如有破壞毀損，應負損壞賠償責任。
5. Users shall not make any adjustments to the equipment without permission. All equipment or devices borrowed from the Library shall be properly maintained. Users shall be liable for compensating any damages.
- 六、 應遵守借用時間，不得逾時使用。
6. The use of the venue shall be in accordance with the reserved time and shall not exceed the reserved time.
- 七、 應控制音量，不影響閱讀區之安寧。
7. Sound volume shall be controlled and shall not affect the tranquility of the reading area.
- 八、 本場地允許輕食。請與本館聯繫食物飲料之進出方式。
8. Only light snacks shall be allowed in the venue. Please contact the Library regarding the handling of food and beverages.

第六條 本辦法經圖書館圖書委員會、行政會議通過，陳請校長核定後公布實施，修正時亦同。

Article VI The Regulations are announced and implemented upon approval by the Library Committee, the Administrative Meeting and the University President; the same shall apply to

amendments.