

長榮大學圖書館多媒體視聽區使用管理要點

Chang Jung Christian University Library Multimedia Audiovisual Area Use Regulations

97.05.22 96 學年度第 2 學期第 5 次館務會議修正訂定
97.06.04 96 學年度第 2 次圖書館圖書委員會會議報備修正通過
102.05.13 101 學年度第 2 學期第 1 次臨時館務會議修正通過
102.05.15 101 學年度第 2 次圖書館圖書委員會會議報備修正通過
102.12.06 102 學年度第 1 次圖資處處務會議修正通過
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- 第一條 為提供讀者利用本館多媒體視聽區（以下簡稱視聽區）及視聽資料，進行教學、研究、學習與休閒活動，特訂定本要點。
- Article I To provide readers with access to the multimedia audiovisual area (hereinafter referred to as the audiovisual area) and audiovisual materials of the Library for teaching, research, learning and leisure activities, the Library has formulated the Regulations.
- 第二條 進入視聽區觀賞使用請備妥教職員證、學生證或其它本館核發之有效證件。校外讀者則憑「臨時閱覽證」入內。
- Article II Faculty and staff ID, student ID or other valid cards issued by the Library must be presented to use the audiovisual area. Readers from outside the University may access the area with a “Temporary Library Card”.
- 第三條 讀者可憑證在開放時間內借閱，校內讀者免費使用視聽資料及器材，使用時間 1 次以 4 小時為限；校外讀者使用時間 1 次以 4 小時為限，1 次收費新台幣 50 元。借閱資料 1 次不得超過 1 件，欲延長使用時間者，需至視聽區櫃台登記。中途離座超過 20 分鐘者，視同放棄觀賞權利，視聽區有權分配給其他讀者使用。
- Article III Readers may borrow items using their library cards during opening hours. University readers have free use of the audiovisual materials and equipment. The time limit of use is 4 hours per use. The time limit of use for readers from outside the University is 4 hours per use and a fee of NT\$50 per use. Only an item may be borrowed per time. To extend use time, please register at the desk in the audiovisual area. Those who leave their seats for more than 20 minutes shall be regarded as having relinquished their viewing rights, and the audiovisual area shall retain the right to loan the materials to other readers.
- 教職員配偶及直系親屬若欲使用視聽設備，必需由教職員親自陪同及辦理借閱手續方可使用。未滿 18 歲需依電影分級制度觀賞影片。上述開放情形以不影響校內師生使用權利為前提，圖書館可視當時使用之情況決定開放與否。
- Spouse and immediate family members of faculty or staff who wish to use the audiovisual equipment must be personally accompanied by the faculty or staff for the borrowing. Movie viewing by those under the age of 18 shall be subject to the movie rating system. The aforementioned availability is subject to not affecting the user right of University teachers and students, and the Library retains the right to decide availability in accordance with user situation at that time.
- 第四條 館內使用視聽資料時，必須親自借用，影片觀賞完畢應立即歸還。若中途需離開時應先至視聽櫃檯辦理歸還手續再行離開。在開放時間內可辦理借用，惟開放時

間結束前 30 分鐘內不再提供借用。

Article IV Users must borrow the audiovisual materials in the Library in person, and immediately return them after viewing. To leave the area in the middle of use, please register at the audiovisual desk before leaving. Materials may be borrowed during opening hours, but shall not be available for borrowing within 30 minutes before closing time.

第五條 公播版之視聽資料以館內閱覽為原則，但本校專任教師如因教學需要可辦理外借，憑本校核發證件至視聽區櫃台辦理外借手續，惟新進影片上架後 30 天內不得外借。外借總數為 3 件，每件借期 3 天，不得續借（含當日歸還再借）及預約。

Article VII In principle, public versions of audiovisual materials shall be used in the Library. However, full-time teachers at the University may apply for external loan for teaching needs at the audiovisual desk with their University ID. Films newly released within the last 30 days shall not be available for external loans. External loans are limited to 3 items and a maximum of 3 days for each item. No renewal is allowed (including for same-day return) and no reservation is allowed.

家用版之視聽資料僅供外借，外借總數為 7 件，每件借期 7 天，不得續借。

前述外借件數之計算以館藏條碼為準。

借閱之資料應攜至視聽區櫃台歸還，不得投入圖書館還書口(箱)。

Home versions of audiovisual materials are for external loan External loans are limited to 7 items and a maximum of 7 days for each item. No renewal is allowed.

The number of items in the abovementioned external loan shall be based on the Library's bar code for the items.

Borrowed materials shall be returned at the audiovisual desk, and shall not be returned to the Library's book return slots (boxes).

第六條 為保持多媒體視聽區寧靜，避免干擾其他讀者，使用視聽區個人視聽器材時，一律佩帶耳機。

Article VI To maintain the quiet in the multimedia audiovisual area and avoid disturbing other readers, earphones must be worn for all individual use of audiovisual equipment in the audiovisual area.

第七條 讀者憑有效證件並依讀者類型使用本區資源，使用時需至櫃檯辦理借用手續，並由櫃檯管理人員安排座位。

Article VII Use of the resources in this area shall be based on the various types of user IDs. User shall register at the desk for loan procedure and seat assignment by the desk personnel.

第八條 借出之視聽資料、器材、耳機，如因不當使用、損毀或遺失，悉依本館讀者違規處理辦法處理。

Article VIII Inappropriate use, damage or loss of the borrowed audiovisual materials, equipment or earphones shall be handled in accordance with the Library Reader Violations Regulations.

第九條 特殊時期或活動（如新生訓練日）及特殊需求之個人借用（教學之需），經本館主管同意後，得以個案彈性處理之。

Article IX Special occasions or activities (such as freshman orientation) and individual borrowing for special needs (teaching needs) shall be handled flexibly on a case-by-case basis upon the approval of the director of the Library.

第十條 讀者應遵守下列使用規定：

Article X Readers shall abide by the following use regulations:

- 一、 進入視聽區嚴禁開啟行動電話鈴聲，談話請輕聲，以免影響他人。
 1. Ring tones on cell phones are strictly forbidden in the audiovisual area. Please talk softly to avoid disturbing others.
- 二、 進入視聽區內請先將個人背包、手提袋等物品置放於置物櫃中，不可置放於視聽座位上；除了水之外，嚴禁攜帶任何食物及飲料進入視聽區。
 2. Backpacks, totes and other items shall be kept in the lockers before entering the audiovisual area, and not placed on seats in the audiovisual area. Except for water, food and beverages are strictly prohibited in the audiovisual area.
- 三、 個人持有之視聽資料與器材不得攜入視聽區使用。
 3. Personal audiovisual materials and equipment shall not be brought into the audiovisual area.
- 四、 未經許可不得擅自移動及私自架設各項設備及器材。若因此導致資料或設施毀損，悉依本館讀者違規處理辦法處理。
 4. Equipment shall not be moved and personal equipment and devices shall not be installed without authorization. Damage to materials or equipment as a result of violation shall be handled in accordance with the Library Reader Violations Regulations.
- 五、 應確實遵守智慧財產權之規定使用資料，嚴禁拷貝、轉錄、剪輯、重製(複製)及其他觸犯著作權法之規定事宜，亦不得為營私謀利而公開播放，如有違反規定，由讀者自行承擔法律責任。
 5. Intellectual property rights regulations shall be strictly observed when using the materials. Copying, transcription, editing, reproducing (replicating) and other acts that violate the provisions of the Copyright Act are strictly prohibited. In addition, public broadcast for private profit is prohibited. Those found in violation of regulations shall bear the legal responsibility.

第十一條 如有重大事由，圖書館得通知借用人暫停使用。

Article XI In case of a major event, the Library shall notify borrowers of suspension of use.

第十二條 本要點經圖書資訊處處務會議通過，陳請校長核定後公告實施，修正時亦同。

Article XII The Regulations are announced and implemented upon approval by the Office Affairs Meeting of the Office of Library and Information Services, and the President; the same shall apply to any amendments.