

# 長榮大學圖書館一樓大廳使用辦法

## Chang Jung Christian University Library First Floor Lobby Use Regulations

105.05.11 104 學年度第 2 次圖書館圖書委員會會議修正通過

Revised and approved on May 11, 2016 by the 2nd Library Committee Meeting of Academic Year 2015.

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.

105.11.25 105 學年度第 2 次圖書資訊處處務會議修正通過

Revised and approved on November 25, 2016 by the 2nd Office Affairs Meeting of the Office of Library and Information Services of Academic Year 2016.

105.12.02 105 學年度第 1 次圖書館圖書委員會會議修正通過

Revised and approved on December 2, 2016 by the 1st Library Committee Meeting of Academic Year 2016.

105.12.15 105 學年度第 1 學期第 4 次行政會議修正通過

Revised and approved on December 15, 2016 by the 4th Administrative Meeting of Academic Year 2016 Semester 1.

**第一條** 長榮大學圖書館（以下簡稱本館）為辦理一樓大廳（以下簡稱本場地）之借用，特訂定「長榮大學圖書館一樓大廳使用辦法」（以下簡稱本辦法）。

**Article I** The Chang Jung Christian University Library (hereinafter referred to as the Library) has formulated the Chang Jung Christian University Library First Floor Lobby Use Regulations (hereinafter referred to as the Regulations) to handle the loan of the lobby on the first floor (hereinafter referred to as the venue).

**第二條** 本場地各項活動須經本館同意，活動性質以學術性、藝文性之靜態展覽為原則，且不得使用擴音設備。

**Article II** Approval shall be obtained from the Library for events conducted in this venue. Generally, the nature of the events shall be static type academic, artistic and cultural exhibitions, and the use of loudspeakers shall not be allowed.

**第三條** 本場地僅限本校教學及行政單位借用，以主辦或協辦活動。

**Article III** Only teaching units and administrative units of CJCU shall be allowed to borrow the venue for organizing or co-organizing events.

**第四條** 借用本場地，校內一級單位至多 4 週，校內二級單位至多 2 週。本場地之開放借用日期依本館開館日。

**Article IV** Level 1 on-campus units may borrow the venue for up to 4 weeks, and Level 2 on-campus units may borrow the venue for up to 2 weeks. The available dates for borrowing the venue shall be based on the open days of the Library.

**第五條** 原則上校內一級單位借用應於使用前 12 週至前 1 週向本館提出申

請，校內二級單位借用應於使用前 8 週至前 1 週向本館提出申請，經核可後方可使用。

**Article V** Generally, Level 1 on-campus units of CJCU shall apply to the Library for the loan one to twelve weeks in advance of using the venue. Level 2 on-campus units shall apply to the Library for the loan one to eight weeks in

advance of using the venue. The venue shall be used only upon approval.

第六條 借用單位應遵守下列規定：

Article VI Borrowing units 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. To check out the venue beforehand, apply to the Library during working hours.
- 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、攜進本場地之財物、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. Borrowing units shall dispatch their own personnel to safeguard any property, equipment and materials brought into the venue. The Library shall not be liable for any loss or damage.
- 四、未經許可不可擅接、改變電路或擅用電器設備，並應妥善維護借用場所內之全部設施，如有損毀應負賠償或修護責任。場所外借時所衍生之秩序、安全、安寧、清潔等問題，借用單位應確實依校內規定遵守與恪盡維護與復原之責。
4. Circuit connection or alteration, or the use of electrical equipment shall not be permitted without approval. All equipment in the borrowed venue shall be properly maintained, and the borrowing units shall be liable for the compensation or repair of any damages. The borrowing units shall observe campus regulations on issues such as order, safety, quiet and cleanliness arising from the borrowing of the venues, and fulfill their responsibility in maintaining and restoring the venue.
- 五、應遵守使用時間，不得逾時使用。
5. The use of the venue shall be in accordance with the reserved time and shall not exceed the reserved time.
- 六、應控制音量，不影響閱讀區之安寧。
6. Sound volume shall be controlled and shall not affect the quiet of the reading area.
- 七、本場地內禁止攜帶飲料或食物入內。
7. Drinks or food shall not be allowed inside the venue.

第七條

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

【限本校教職員填表用】

【For CJCU faculty and staff only】

## 長榮大學圖書館一樓大廳(東側)借用申請表

### Chang Jung Christian University Library First Floor Lobby (East Side) Loan Application Form

申請編號：

(請勿填寫)

Application number:

(please do not fill in)

活動名稱 Event Name	*請檢附活動相關資料 *Please attach event related materials		
活動說明 (內容敘述) Event Description (Content description)	_____ _____		
借用日期 Date of loan	自 年 月 日 至 年 月 日止 共 天 From ____ (yy) __ (mm) __ (dd) Total number of days: ____ days. to ____ (yy) __ (mm) __ (dd).		
借用單位： Borrowing Unit: 承辦人： Handling Personnel:	分機 Extension number:	單位主管： Unit Supervisor:	
<b>場地借用相關注意事項：</b> <b>Reminders for borrowing a venue:</b> 1. 依長榮大學圖書館一樓大廳使用辦法： 1. In accordance with the Chang Jung Christian University Library First Floor Lobby Use Regulations: (1) 借用本場地，校內一級單位至多 4 週，校內二級單位至多 2 週。本場地之開放借用日期依本館開閉館時間。 (1) Level 1 on-campus units may borrow the venue for up to 4 weeks, and Level 2 on-campus units may borrow the venue for up to 2 weeks. The available dates for borrowing the venue shall be based on the open days of the Library. (2) 原則上校內一級單位借用應於使用前 12 週至前 1 週向本館提出申請，校內二級單位借用應於使用前 8 週至前 1 週向本館提出申請，經核可後方可使用。			

(2) Generally, Level 1 on-campus units of CJCUC shall apply to the Library for the loan one to twelve weeks in advance of using the venue. Level 2 on-campus units shall apply to the Library for the loan one to eight weeks in advance of using the venue. The venue may be used only upon approval.

2. 應控制音量，不影響閱讀區之安寧。

2. Sound volume shall be controlled and shall not affect the quiet of the reading area.

3. 本場地內禁止攜帶飲料或食物入內。

3. Drinks or food shall not be allowed in the venue.

4. 場地非經申請核准，不得擅自使用。

4. The venue shall not be used without an approved application.

5. 請維持場地清潔及設備之完整性，活動前與結束後須負責場地清潔工作。

5. Please ensure the cleanliness and equipment integrity of the venue. Borrowing units shall be responsible for cleaning the venue before and after the event.

<p style="text-align: center;">閱覽組承辦人員 Handling Personnel of the Circulation Section</p>	<p style="text-align: center;">圖書資訊長 Dean of Library and Information Services</p>
<p style="text-align: center;">備註 Notes</p>	

申請日期：     年     月     日

Date of Application: \_\_\_\_ (yy) \_\_ (mm) \_\_  
(dd)

製表單位：圖書館閱覽組

Form created by: Circulation Section of the  
Library