

長榮大學學聚館管理要點

Chang Jung Christian University I-Reading Lounge Management Regulations

108.04.16 107 學年度第二學期教務處暨教學資源中心聯席會議審議通過

Approved on April 16, 2019 by the Joint Meeting of the Office of Academic Affairs and the Teaching and Learning Support Center of Academic Year 2018 2nd Semester

109.02.11 108 學年度第二學期教務處暨教學資源中心聯席會議審議通過

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110.02.09 109 學年度第二學期教務處暨教學資源中心聯席會議審議通過

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第一條 為提升學習品質，提供本校學生多元自主學習空間，特建置學聚館（以下簡稱本空間），並訂定「長榮大學學聚館管理要點」（以下簡稱本要點），由教學資源中心學生學習組（以下簡稱本組）管理。

Article I The I-Reading Lounge (hereinafter referred to as the Lounge) has been specially constructed to enhance the quality of learning and provide students with multiple independent learning spaces in the University. The Chang Jung Christian University I-Reading Lounge Management Regulations (hereinafter referred to as the Regulations) has been formulated for its management by the Student Learning Section (hereinafter referred to as the Section) of the Teaching and Learning Support Center.

第二條 本空間開放時間依公告為主，每周六、日及國定假日不對外開放。若於非開放時間借用，借用單位須自備冷氣卡，並請借用單位另行支付相關人事費用（加班費或工讀費）。

Article II The opening hours for the Lounge shall be based on the announced schedule. The Lounge shall not be opened to the public on Saturdays, Sundays and public holidays. To borrow the Lounge during non-opening hours, the borrowing unit must provide their own air-conditioning card and pay for relevant personnel expenses (overtime pay or part-timer fees).

第三條 本空間共分為四區，其功能說明如下：

Article III The Lounge is divided into four areas, and their functions are as described below:

一、玻璃隔間區：為三間討論室，提供學生小組或學生社群進行討論、專題報告演練等使用。

1. Glass cubicle area: This area has three discussion rooms for student groups or student communities to conduct discussions and practice their special reports.

二、開放式討論區：提供學生進行討論與課業輔導或學生個人自主學習使用，亦提供校內單位無學分之小型演講、展覽、座談、比賽、電影欣賞、成果發表等活動類型借用。

2. Open discussion area: This area is for student discussion, tutoring or self-directed learning. It is also a venue for zero course credit small lectures, exhibitions, seminars, competitions, film appreciation and achievement presentations conducted by campus units.

三、展示區：展示本校師生自主學習之作品。

3. Exhibition area: This area is for displaying teacher and student works created in the University's self-directed learning.

四、翻轉教室：桌椅可按課程需要分組移動排列，分組後學生可利用教室四周的玻璃白板與電腦進行討論分享。

4. Flip classroom: The tables and chairs may be moved and grouped according to course needs. After grouping, students can use the glass whiteboards surrounding the classroom and the computers to conduct their discussions.

第四條 借用原則：

Article IV Principles for borrowing:

一、如需借用本空間須於「學聚館借用系統」線上登記後方可使用。

1. Those wishing to borrow the Lounge must register online with the I-Reading Lounge Borrowing System.

二、借用設備須憑本校教職員生證親自辦理，且限於本空間使用。進入本空間請主動出示證件及登記使用目的，或進行簽到，並同意本校合理蒐集使用成效。

2. Those wishing to borrow Lounge equipment must apply in person with their University faculty, staff or student ID. The equipment may be used only in the Lounge. When entering the Lounge, please present your ID and register the purpose of use or signing in, and consent to the University's reasonable and effective use of the collection.

三、使用期間須妥善維護空間之環境及設備，借用單位使用完畢後應整理回復環境，如桌椅、地板等還原與整潔，並自行將活動之垃圾丟於垃圾資源回收場。本空間內各項器材及設施，如因遺失或人為不當使用致損壞時，應負賠償責任。

3. The Lounge environment and equipment must be properly maintained during use. After use, the borrower should tidy up and restore the environment, such as tables, chairs, floors, etc., to restore and tidy, and throw the garbage from the event at the garbage recycling site by itself. Those who lose or damage any Lounge equipment or facility due to improper use shall be liable for compensation.

四、使用期間音量、行為皆不可影響到其他區域的師生。禁止另外架設音響及擴大機等戶外大型活動使用之器材。

4. During use, the volume and behavior should not affect teachers and students in other areas. It is forbidden to set up other equipment used for outdoor large-scale activities such as audio equipment and amplifiers.

五、個人物品、錢財或展示品應自行妥善保管，如有遺失，本組概不負保管之責任。

5. Personal belongings, money or exhibits shall be properly kept by their owners. The Section shall not be responsible for their loss or safekeeping.

六、禁止佔用空間：如有明顯置物佔位之行為，值班經理得將佔用位置之物品暫時移至服務台保管。

6. Space hogging is prohibited: If objects are evidently being used to hog spaces, the on-duty manager may temporarily move the items to the service desk for storage.

七、凡借用空間已逾使用時間者，本組將清空留置物品移至服務台，以利其他使用者使用。

7. If the borrowed space has expired, the group will clear the remaining items and move them to the service desk for the convenience of other users.

八、本空間之使用，若有以下情況視為違規，經勸導仍未改善，立即取消場地使用權，並停權 1 個月：

8. Users found engaging in the following violations when using the Lounge and who show no improvement following advisement shall have their right to use the space immediately cancelled, and suspended for 1 month:

(一)使用範圍超出核定區域。

(1) Exceeding the scope of use beyond the approved area.

(二)超過規定時間。

(2) Exceeding the reserved time.

(三)音量過大，或被周遭其他師生反應未改善。

(3) Being excessively loud, or the response from other teachers and students around has not improved.

(四)借用結束後未清潔還原。

(4) Unclean restore after borrowing ends.

(五)進行商業行為。

(5) Conducting commercial activities.

(六)其他影響他人之違規事項。

(6) Other violations that affect others.

九、其他相關使用說明，如附表。本組保留對本要點修改之權利，修改後將公告於本校網站。

9. Other use instructions are described in the Attachment. The Section reserves the right to modify this Regulations, and revisions shall be posted on the University website.

第五條 本要點經教務處暨教學資源中心聯席會議通過後，報請教務長核定後公告實施，修正時亦同。

Article V This Regulations is announced and implemented upon approval by the joint meeting of the Office of Academic Affairs and the Teaching and Learning Support Center, and filing with the Dean of Academic Affairs; the same procedures shall apply to any amendments.

附表

Attachment

學聚館翻轉教室及玻璃隔間區容納人數及相關使用說明

I-Reading Lounge Flip Classroom and Glass Cubicle Area:

Capacity and Use Instructions

空間編碼 Room Number	空間類別 Space Category	容納人數 Capacity	最少使用人數 Minimum Number of People	投影方式 Projection Method	備註 Reminders
L1B106	翻轉教室 Flip Classroom	以網頁公告為主 Based on webpage announcement		布幕投影 Screen	
L1B107	翻轉教室 Flip Classroom			布幕投影 Screen	
L1B108	討論室 Discussion Room	6	3	壁掛電視 Wall mounted TV	禁止飲食 Food and beverages are prohibited
L1B109	討論室 Discussion Room	6	3	壁掛電視 Wall mounted TV	
L1B110	討論室 Discussion Room	6	3	壁掛電視 Wall mounted TV	

一、各空間使用注意事項

I. Precautions for use of each space

(一)翻轉教室：

(1) Flip Classroom:

1. 以教務處及博雅學部排課為優先，課餘時間開放全校教職員生借用。

1. Priority shall be given to courses arranged by the Office of Academic Affairs and the

School of Liberal Arts Education. Remaining availability shall be opened to other faculty, staff and students for loan.

2. 借用單位應維持環境如桌椅、地板之整潔，並將垃圾攜出至垃圾桶加以分類。借用單位應負起督促勸導之責任。
2. The borrowing unit shall maintain the cleanliness of the environment such as the tables, chairs and floors, and take garbage out to the trash cans for sorting. The borrowing unit shall assume the responsibility for supervising and advising.
3. 使用視聽設備應依說明操作，離去時應通知管理人員並將門及電源關閉並上鎖，未經本組許可，不得擅用電器設備及音響設備，如有毀損應由借用單位負賠償責任。
3. Audio-visual equipment shall be operated in accordance with the instructions. Notify the management personnel when leaving the classroom, and be sure to turn off the power supply and lock the doors. Electrical equipment and audio equipment shall not be used without prior permission from the Section. In case of damages, the borrowing unit shall be liable for compensation.

(二)玻璃隔間區：

(2) Glass cubicle area:

1. 僅供學生借用。借用者應持本人之學生證登記，且不得冒用他人名義、交換或轉讓他人使用。同一組使用者於同一時段僅可登記、借用一處空間，每次使用以 2 小時為限，每日限預約一次。借用人數至少須滿 3 人，由其中 1 人為代表，須證件登記於服務台。
1. The area is only available to students. Borrowers shall register with their own student ID, and shall not register in the name of another person, trade with or transfer the loan to another person. The same group of users is only allowed to register and borrow one space at a time. Duration of use is limited to 2 hours, and only one reservation is allowed per day. The group must have at least three people of whom one shall represent the group in registering at the service desk with his or her ID.
2. 借用當日若逾時 10 分鐘未到者則視同放棄空間使用權，其使用權則回歸系統供學生線上借用。預約申請如欲取消，請於使用時間前於「學聚館借用系統」取消預約，以免影響他人借用權益。未取消預約而無故未到者，累積達兩次，將停權借用一個月。
2. Those who fail to show up after 10 minutes of their reservation shall be regarded as having relinquished their right to use the space. The right to use it returns to the system for students to borrow online. To cancel reservation, go to the I-Reading Lounge Borrowing System before the reserved time and cancel the reservation to avoid undermining the borrowing rights of others. Those who fail to show up without cancelling their reservation for a total of two times shall have their borrowing rights suspended for one month.

(三)開放式討論區：

(3) Open discussion area:

1. 開放式討論區規劃為四個區域，開放時間內全校教職員生可自由使用。
1. The open discussion area is divided into four areas, and may be freely used by all faculty, staff and students of the University during opening hours.
2. 本區可提供本校教職員生辦理活動，若借用本區域請於借用系統中載明活動內容，活動前半小時將進行清場。
2. Faculty, staff and students of the University may use this area for activities. When borrowing the space, please specify the activity content in the Borrowing System. The space shall be cleared out half an hour before the activity begins.

二、本空間張貼之海報須經本組審核通過並用印後方可張貼於指定位置，張貼日期自審核通過日起算兩周，海報未經本組審核及逾期者，一律由值班經理撤下。海報張貼應使用無痕膠帶，不得使用透明膠帶、膠水及雙面膠等不利清除之黏貼物，以維護整潔。如有破壞或殘留物，海報張貼單位應負設施修復或清除之責任。如遇重大慶典節日或特殊事故，本組得停止張貼海報或更改張貼位置及方式。

2. Posters put up in this area must be approved and stamped by the Section before they can be posted in designated locations. Posters may be put up for two weeks from the date of approval. Posters that have not been approved by the Section or that have exceeded the expiration date shall be removed by the on-duty manager. Posters shall be put up with removable tape. To ensure cleanliness, scotch tape, glue, double-sided tape and other hard to remove adhesives may not be used. In case of damages or residue, the unit putting up the posters shall be liable for repairs or cleaning. In the event of major celebrations, festivals or special circumstances, the Section may refuse posters or change the poster location and method of posting.