國立高雄餐旅大學圖書館討論室及影音欣賞室使用管理要點

NKUHT Library Regulations for the Use of Group Study Rooms and the Auditorium

100年11月22日本校圖書諮詢委員會議審議通過
Approved by the Library Advisory Committee, Nov 22, 2011
103年12月25日本校103學年度第1學期第1次校務會議通過(法規最末條條文統一修正)
Administrative amendments approved, Apr 22, 2019
108年4月22日配合本校組織規程教育部臺教技(二)字第1080055537號函核定修正(組織名稱、職稱變更)
Administrative amendments (organizational name and titles) approved by MOE Letter No. 1080055537, Apr 22, 2019

一、 本校圖書資訊處(以下簡稱本處)為提供本校教職員工生利用圖書館(以下簡稱本館)館藏進行教學或課業研討，特設立討論室及影音欣賞室(以下簡稱本室)，並訂定使用管理要點(以下簡稱本要點)。

Article 1 To facilitate the use of library collections for teaching or academic discussions by NKUHT faculty, staff, and students, Library and Information Services Office (hereinafter "the Library") has established Group Study Rooms and an Auditorium and hereby sets forth these Regulations for the Use of Group Study Rooms and the Auditorium(hereinafter "the Rooms").

二、 本室位於本館 7 樓，設有同時容納 73 人之影音欣賞室 1 間、20 人討論室 1 間、6 人討論室 3 間。

Article 2 The Rooms are located on the 7th floor of the Library, consisting of one Auditorium (capacity: 73), one 20-person Group Study Room, and three 6-person Group Study Rooms.

三、 相關設施：

（一） 73 人影音欣賞室：白板 4 個、個人沙發 73 個(每張均設有嵌入掀式桌子)、講台 1 張、無線麥克風 2 組、藍光播放機 1 台、投影機及布幕 1 組（可直接播放影片，亦可自備筆電）。

（二） 20 人討論室：白板 2 個、10 人桌子 2 張、每張桌子均配有 10 張椅子及 2 個插座、網路節點各 1 個、投影機及布幕 1 組(需用者必須自備筆電)。

（三） 6 人討論室：6 人桌子 1 張、6 張椅子、桌上型插座 2 個、網路節點 1 個。

Article 3: Facilities

1. **73-person Auditorium:** 4 whiteboards, 73 individual sofas (with built-in flip-top tables), 1 lectern, 2 wireless microphones, 1 Blu-ray player, 1 projector, and 1 screen (for direct playback or use with a personal laptop).
2. **20-person Group Study Room:** 2 whiteboards, two 10-person tables (each with 10 chairs and 2 power outlets), 1 network port for each table, 1 projector, and 1 screen (users must provide their own laptop).
3. **6-person Group Study Rooms:** One 6-person table, 6 chairs, 2 desktop power outlets, and 1 network port.

四、 申請資格：

（一）73 人影音欣賞室：本校教職員工。

（二）20 人討論室：本校教職員工生。

（三）6 人討論室：本校教職員工生。

Article 4: Eligibility

1. **73-person Auditorium**: NKUHT faculty and staff.
2. **20-person Group Study Room:** NKUHT faculty, staff, and students.
3. **6-person Group Study Rooms:** NKUHT faculty, staff, and students.

五、 申請方式：

（一）73 人影音欣賞室：使用人數達 15 至 73 人(含)，於預定使用前 1 個月至前 1 天預約。若當日無人使用，最遲可於借用前 30 分鐘申請。每次借用以 3 小時為原則，本館得視情況予以延長。

（二）20 人討論室：使用人數達 10 至 20 人(含)方可申請使用，於預定使用前 1 個月至前 1 天預約。若當日無人使用，最遲可於借用前 30 分鐘申請。每次借用以 3 小時為原則，得視情況予以延長。

（三）6 人討論室：使用人數達 3 至 6 人(含)，於預定使用前 1 週至前 1 天預約。若當日無人使用，最遲可於借用前 30 分鐘申請。每次借用以 3 小時為原則，得視情況予以延長。

Article 5: Application Method

1. **73-person Auditorium:** For 15 to 73 users. Reservations can be made from 1 month to 1 day in advance. If unbooked, applications can be made at least 30 minutes before use. The standard duration is 3 hours per session, extendable at the Library's discretion.
2. **20-person Group Study Room:** For 10 to 20 users. Reservations can be made from 1 month to 1 day in advance. If unbooked, applications can be made at least 30 minutes before use. The standard duration is 3 hours per session, extendable at the Library's discretion.
3. **6-person Group Study Rooms:** For 3 to 6 users. Reservations can be made from 1 week to 1 day in advance. If unbooked, applications can be made at least 30 minutes before use. The standard duration is 3 hours per session, extendable at the Library's discretion.

六、 各空間使用人數應確實遵守最低使用人數，經發現未達最低使用人數者得隨時停止其使用權。

Article 6 Users must strictly adhere to the minimum occupancy requirements. The Library reserves the right to terminate access if the number of users falls below the minimum.

七、 申請者應於預定使用時間前 10 分鐘內，親憑有照證件至本館 1F 櫃檯押證並換取鑰匙，逾時 10 分鐘以上得取消其使用資格。申請者應在預定使用時間使用，不得交換、轉讓或自行更改時間，因故無法使用時應事先取消申請。

Article 7 Applicants must present a valid photo ID at the 1st-floor counter to deposit their ID and collect keys within 10 minutes before the scheduled time. Delays of over 10 minutes may result in cancellation. Use must occur at the scheduled time; transferring, exchanging, or unauthorized changes to the time are prohibited. If unable to attend, the application must be canceled in advance.

八、 本室使用時間以開館後 1 小時至閉館前 1 小時止為原則，影音欣賞室週六日不開放。遇有特殊情況，本館得於事先公告後，變更開放使用時間。

Article 8 The Rooms are generally available from 1 hour after opening until 1 hour before closing. The Auditorium is closed on Saturdays and Sundays. In special circumstances, the Library may adjust these hours with prior notice.

九、 為顧及全校教職員生之使用權益，本室均不得作為排課教室或登記長期借用。

Article 9 To ensure the rights of all faculty, staff, and students, the Rooms may not be used for regularly scheduled classes or long-term recurring bookings.

十、 本室之設備不得擅自移動，並得依相關指引操作。使用時如設備發生故障或資料無法使用應立即告知本館人員。使用完畢後，應關閉設備、空調、電燈等電源，回復環境整潔並將鑰匙交回 1 樓櫃檯。如有不當使用造成設備毀損或遺失，則依實際維修或購買費用照價賠償。

Article 10 Equipment must not be moved without authorization and must be operated according to relevant instructions. Malfunctions or inaccessible materials should be reported immediately. After use, users must turn off all devices, air conditioning, and lights, tidy the area, and return the key to the the 1st-floor circulation desk. Users are liable for compensation at cost for any damage or loss caused by improper use.

十一、 使用時請關門，但不得上鎖，嚴禁吸煙、飲食、喧嘩或其他不當行為，亦不得於室內進行與利用本館館藏、教學、研究或課業研討無關之活動。

Article 11 Doors should remain closed but must not be locked during use. Smoking, eating, drinking, making noise, or other improper behaviors are strictly prohibited. Activities unrelated to the use of library collections, teaching, research, or academic discussion are not permitted.

十二、 於本室內使用自備之資料、軟體時，亦請確實遵守智慧財產權相關規定。

Article 12 Users must comply with Intellectual Property Rights regulations when using their own materials or software within the Rooms.

十三、 凡違反本要點之相關規定者，本館得隨時停止其使用權利，若再次違規，申請者於當學期不得再提出申請。

Article 13 The Library may terminate access at any time for violations of these Regulations. Repeat offenders will be barred from applying for the remainder of the current semester.

十四、 本要點經圖書諮詢委員會議審議通過，陳請圖資長核定後實施，修正時亦同。

Article 14 These Regulations are approved by the Library Advisory Committee and implemented upon authorization by the Dean of Library and Information Services Office. The same applies to future amendments.

本規章負責單位：圖書資訊處圖書服務組

Responsible Unit: Library Services Section, Library and Information Services Office