國立高雄餐旅大學圖書資訊處電腦教室開放規則

National Kaohsiung University of Hospitality and Tourism
Office of Library and Information Services

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一、為提供本校學生課餘時間上機操作使用，特訂定本規則。

These rules are established to provide students of the university with computer access during non-class hours.

二、開放規則：

Opening Rules

(一)若圖書資訊處(以下簡稱本處)一樓的服務資源區公用電腦皆有人使用或數量不足，得擇一電腦教室予以開放。

If all public computers in the Information Resource Area on the 1st floor of the Office of Library and Information Services (hereinafter referred to as "the Office") are occupied or insufficient, one computer lab may be selected and opened for use.

(二)白天請至本處六樓網路應用組辦公室申請使用電腦教室，並請出示學生證。

During daytime hours, please apply at the Network Applications Division office on the 6th floor of the Office to use a computer lab and present your student ID card.

(三)請遵守本校「校園網路使用規範」及「電腦教室管理與使用要點」，謹慎使用電腦設備並維護教室環境整潔。

Please comply with the university's "Campus Network Usage Regulations" and "Guidelines for Management and Use of Computer Labs," handle computer equipment with care, and maintain the cleanliness of the lab environment.

三、開放時間：

Opening Hours

(一)白天：週一至週五 09:00-12:30；13:00-17:00，依電腦教室空堂時間擇一開放。

Daytime: Monday to Friday 09:00–12:30; 13:00–17:00. One computer lab will be selected and opened based on class availability.

(二)夜間：週一至週五 18:00-21:00，依電腦教室空堂時間擇一開放。

Evening: Monday to Friday 18:00–21:00. One computer lab will be selected and opened based on class availability.

(三)例假日及國定假日不予以開放。

Closed on weekends and national holidays.

四、罰則：如有違反本規則，將禁止該名學生使用電腦教室一個月。

Penalties:

Any violation of these rules will result in the student being suspended from using the computer labs for one month.

五、本規則如有未盡事宜，得隨時修正之。

Amendments:

Any unmentioned matters in these rules may be amended at any time.

圖書資訊處電腦教室使用登記表

Office of Library and Information Services Computer Lab Sign-in Sheet

日期 Date	科系所 Department / Institute	學號 Student ID	姓名 Name	預計使用時間 (ex:10:00-12:00) Estimated Time of Use (e.g., 10:00–12:00)	教室編號 Class Room No.	備註 Remarks