

義守大學圖書與資訊處自修室管理規定

Rules of the Management of Study Halls at the Office of Library and Information Services of I-Shou University

105 年 1 月 25 日校長准予備查公告全文

Ratified and promulgated by the President on January 25, 2016

105 年 5 月 6 日校長准予備查公告修正第 5 條條文

Amendment to Provision 5 ratified and promulgated by the President on May 6, 2016

- 一、義守大學圖書與資訊處（以下簡稱本處）為維護自修室之閱覽秩序，特訂定「義守大學圖書與資訊處自修室管理規定」（以下簡稱本規定），以為閱覽規範及執行公務之依據。

The Rules of the Management of Study Halls at the Office of Library and Information Services of I-Shou University (hereinafter referred to as “the Rules”) are established by the Office of Library and Information Services (hereinafter referred to as “the Office”) to serve as the basis for the management of study halls.

- 二、自修室限本校教職員工生使用，各館開放期間如下：

Study halls are open only to the faculty, staff, and students of the University. The opening hours of the respective study halls are as follows:

- (一) 總館自修室開放時間為每日 8 時至 23 時。

The study hall at the Main Campus: 8 a.m. to 11 p.m. every day.

- (二) 醫學院區分館自修室開放時間為每日 8 時至 24 時。

The study hall at the Medical Campus: 8 a.m. to 12 midnight every day.

- (三) 國際分館自修室開放時間為週一至週五 8 時至 21 時。

The study hall at the International College: 8 a.m. to 9 p.m. Monday to Friday.

- 三、若遇有特殊情況及假日，本處得於公告後變更自修室開放時間或暫時關閉。

Under special circumstances or on holidays, the Office may rearrange the opening hours or close some or all of the study halls, and an announcement will be issued in advance.

- 四、讀者應保持清潔，不得隨意拋棄紙屑雜物。

Users shall always keep the study halls clean. No littering is allowed.

五、本處每日上午 8 時開館前清除佔位物品，以便其他同學使用。

讀者不得預佔座位，若須暫時離開，以 2 小時為限。期中及期末考前二週至考試當週，暫時離開座位以 1 小時為限。超過時間，本處有權清除佔位物品。

Unattended items left on seats will be removed before 8 a.m. by the Office as a courtesy to next users.

Users are not allowed to occupy a seat without using it. Users must return to their seats within two hours if they have to leave for a while. From two weeks prior to the mid-term/final exam to the mid-term/final exam week, users must return to their seats within one hour if they have to leave for a while. If personal belongings remain unattended after the above-mentioned period, they will be removed by the Office.

前二項清除佔位之物品，統一置放於物品待領區，本處不負保管之責。

The unattended items removed by the Office will be delivered to the Circulation Desk. The Office shall not be held liable for safekeeping.

六、讀者請妥善保管個人財物以免遭竊，本處不負保管責任。

Users must look after their personal belongings while they are at the study halls. The Office shall not be held liable for safekeeping.

七、禁止私自接用電器用品，以維護公共用電安全。

For the sake of public safety, no electrical connection to electric appliances is allowed inside the study halls.

八、本規定經圖資處處務會議審議通過，陳請校長備查後自公告日實施。

The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council and ratified by the President for future reference.