

崑山科技大學圖書資訊館使用申請單

KSU Library and Information Center request form

申請人(須善盡督導之責) Applicant(The instructor has the responsibility to supervise students.)	證號 ID No.	(必填)(required)	班級 Class	
	電話 Phone No.	(必填)(required)	人數 Number of users	____人 users
	E-mail	(必填)(required)		
事由 Case description				
片名 Media title			登錄號 Access No.	
時間 Time	____年____月____日 ____:____:____ Year Month Day			
地點 Location	☐ L0204 2F 學科指導室 2F Subject consulting room ☐ L0302 3F 教育訓練室 3F Information resource training room ☐ L0306 3F 微型教學演練室 3F Micro-teaching lab ☐ L0705 7F 大團體放映室 7F Mega theater ☐ L0709 7F 數位媒體創作室 7F Digital creative media zone ☐ L0702 7F 虛擬攝影室 7F Virtual lab			

※ 開放時間：週一至週五 8:30-16:30

Open hours: Mon. to Fri. 8:30-16:30

※ 禁止飲食、吸煙、喧嘩及張貼海報，違者停權一個月或罰款一百元。

Beverages, smoking, loud voice, sticking posters are not allowed. Violators will be suspended library privileges for one month or charged fine payment NT\$100.

※ 使用辦法：

Use policies:

- 學科指導室：使用人數在 2 至 5 人。
Subject consulting room: The number of users must be around 2 to 5 people.
- 微型教學演練室：使用人數在 5 至 30 人。
Micro-teaching lab: The number of users must be around 5 to 30 people.
- 教育訓練室：使用人數在 25 至 50 人。
Information resource training room: The number of users must be around 25 to 50 people.
- 大團體放映室：使用人數須在 20 至 50 人，3 個小時為限。**每週一、三、五中午播放電影欣賞，12:00~14:30 期間不外借使用。**
- Mega theater: The number of users must be around 20 to 50 people. Loan period is 3 hours. Because the media center plays movies on every Mondays, Wednesdays, and Fridays, this room cannot be borrowed around 12:00~14:30.
- 小團體放映室：使用人數須在 5 至 10 人，3 個小時為限。
Theater: The number of users must be around 5 to 10 people. Loan period is 3 hours.
- 數位媒體創作室：使用人數須在 5 至 10 人，3 個小時為限。
Digital creative media zone: The number of users must be around 5 to 10 people. Loan period is 3 hours.
- 虛擬攝影室：使用人數須在 5 至 10 人，3 個小時為限。
Virtual lab: The number of users must be around 5 to 10 people. Loan period is 3 hours.
- 違反規定超時(上限 3 小時)使用者，停權 30 日。
Users who utilize equipment overtime (3 hours) will be suspended library privileges for 30 days.

※ 填妥使用申請單，持本單據親洽本中心櫃檯辦理借閱或預約登記。

Please come to the information desk at the multimedia center in person with a request form filled in required information to borrow or reserve facilities.

※ 使用完畢，申請人須負責復原場地所有設備，並維持場地清潔，違者停權 30 日。

Applicants have responsibilities to maintain the clean environment and put back equipment to original places. Violators will be suspended library privileges for 30 days.

※ 詳細規定請參閱相關法規辦法。

Please refer to relative regulations and rules for detailed information.

受理人員：_____

值班館員：_____