



翻拍架借用程序及操作說明

- 一、**借用程序**：請持本人證件(教職員證或學生證、校友證等)至一樓流通櫃檯洽借。為維護專用燈泡壽命，每次使用時間以30 分鐘為限。
 - 二、**操作要領**：為減少燈泡損耗，請先調整好拍攝支架再打開開關。離開前請務必關上開關。
 - 三、**注意事項與違規處理**：
 - A. 使用前請檢查翻拍架狀況是否良好，有問題須於借用後5分鐘內向本館反映，否則責任自負。
 - B. 使用前後請保持環境清潔，所有設備回復原狀。
 - C. 非正常使用以致設備毀損者，負賠償責任(專用燈泡參考價格每組6000 元)，敬請愛惜使用。
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How to borrow and operate the copy stand

1. How to borrow: Please bring your library card (employee badge, student card, alumni library card, etc.) to the circulation desk in the 1st floor to borrow equipment in person. To maintain long life of light bulbs, use time is limited to 30 minutes every time.
2. Operation tips: Please adjust position first before turning on the copy stand to reduce consumption of light bulbs. Remember to turn off the equipment after use.
3. Important information and violation circumstances:
 - A、 Please check conditions of the copy stand before use. Users have to report abnormal situations to the library within 5 minutes after borrowing the equipment. Otherwise users shall take full responsibilities for damages.
 - B、 Please maintain the clean environment and put the equipment back to its original place after use.
 - C、 Users have responsibilities to compensate broken bulbs damaged by abnormal operations (Reference price for one set of special bulbs is NT\$6000).