

大仁科技大學
視聽設備使用要點
Audio-visual devices usage

94.12.20 圖書諮詢委員會修訂

Passed by administrative meeting on December 20, 2005

- 一、使用本中心視聽設備，應於櫃檯辦理借用手續並留置證件，俟使用完畢，中心人員查核設備無損後取回證件。

Audio-visual devices (hereafter referred to as “Devices”) must not leave the Library. Users will present their valid Tajen ID to the circulation desk where the ID will remain until the Devices are returned, intact.

- 二、使用視聽設備，請依服務人員分配之座位入座，不得任意更換座位。

Users are to sit in the assigned seats while using the devices. Seats must not be changed or re-ordered.

- 三、使用視聽設備時，若發現有任何故障或損壞等問題，請立即向中心人員說明，以明責任，並由中心人員重新分配座位。

In the event that the user should discover any malfunction, damage or other problems with the Devices, the user should inform the librarian immediately. User will be assigned a new seat.

- 四、於視聽中心使用之設備，限播放視聽中心內之媒體館藏。

Devices in the Tajen Library Audio-visual Center are to be used only with Tajen Library materials.

- 五、個人視聽座之使用時間，每人每次以 120 分鐘為限，可續借一次 60 分鐘。

Devices may be borrowed for a period of up to 120 minutes. Renewal is permitted for an additional 60 minutes.

- 六、自學區之多媒體電腦使用時間，每人每次以 120 分鐘為限，可續借一次 60 分鐘。

The Multimedia Computer in the Self-Learning Zone may be borrowed for a period of up to 120 minutes. Renewal is permitted for an additional 60 minutes.

- 七、使用「有線電視」區時，請向櫃檯借用耳機。

Users need to borrow headsets from the circulation desk when using the cable TV set.

- 八、若要兩人同時使用一部視聽設備，可向櫃檯借用耳機，請勿擅自移動其它座位之耳機。

In the event that a Device is to be used by two users, users must borrow headsets from the circulation desk. Using headsets from other Devices is prohibited.

- 九、預約借用視聽設備請自行上網預約，逾預約時間超過十五分鐘視同放棄。

Reservation of Devices can be done via the Internet. Reservations can only be held for 15 minutes past the scheduled time.

- 十、所借用之視聽設備因使用不當造成損壞，需購置與原設備相同或以上等級之器材，若無法購得，需照價賠償。

In the event of a Device being damaged, the user must replace the Device with the identical Device or a Device similar in quality and function. Compensation must be made if the device can't be replaced.

- 十一、本要點經圖書諮詢委員會會議通過後公布實施，修正時亦同。

Library visitors are subject to all Library regulations.

The library shall have the discretion to add or amend Library rules and regulations, when deemed necessary. Changes will be announced.

These Library Policies are implemented after being passed by the administrative meeting of the University. The same will apply in the case of amendments and revisions.