

美和科技大學圖書館研究小間申請單

Private Study Carrel Reservation Application Form

申請日期： 年 月 日

Date of Application (Y/M/D) :

申請者姓名 Applicant		系所 / 單位 Dept.	
學號/人事代碼 Student/Staff ID No.		身份 Status	<input type="checkbox"/> 教師 Faculty <input type="checkbox"/> 研究生 Graduate Student
聯絡電話/分機 Telephone		手機 Mobile phone	
Email Address			
擬使用時間 Expected Occupancy	民國 ____年__月__日至民國____年__月__日止，最多壹個月。 Date: from _____(Y/M/D) to _____(Y/M/D) (maximum-One Month)		
指導老師簽章 Advisor Signature	(專任教師申請免填)		
申請人簽章 Signature	本人已熟知相關申請及使用規則，並願意遵守各項規定，如有違規情事，願遵守 貴館之規定辦理。I read and agree the following reservation policy. 簽章 Signature _____		
**以下欄位資料由館方填寫(For office use only)			
小間編號 Carrel No.	LS _____	核定使用時間 Approve of Occupancy	使用日期至： ____年__月__日 續借日期至： ____年__月__日
承辦人 Library Staff		圖書館主管 Library Director	

注意事項

- 凡本校專任教師及研究生可至本館一樓多媒體服務台辦理申請。一次借用以一個月為限，不得轉讓或與他人交換使用，借用期滿若無人預約，得以續借。All full-time faculty members and graduate students of Meiho are eligible to reserve a private study carrel at the Multi-media Service Counter (1F). Reserved such study carrel maximum of one month for private study purpose.
- 請於收到核定通知單三日內持服務證或學生證至一樓多媒體服務台辦理借出，逾期未辦理者視同放棄。When receiving the approval notification, Applicant is required to hand in the student/staff ID to the Multi-media Service Counter.
- 借用人應憑本人證件至本館一樓多媒體服務台領取鑰匙，並於當日閉館前歸還鑰匙。When checking, users is required to hand in the student/staff ID to the Multi-media Service Counter. Return the key before closure of the night.
- 一般性圖書必須辦理借閱手續，方可攜入使用。All library materials in the private study carrel should have been checked out.
- 使用研究小間期間請保持其清潔，禁止吸煙及飲食、高聲喧嘩或其他不當行為。使用後請將室內設施歸位並妥善清潔，離開時請關燈及鎖門。Users must keep the carrel clean, neat and tidy. No eating or drinking, no littering and no shifting of furniture in or out of the carrel. Please switch off lights and lock the door after use.