

# 國立中山大學圖書與資訊處圖書館討論室使用要點

## Guidelines on the Use of Discussion Rooms

110.06.15 圖書與資訊處組長會議修正通過

114.12.17 圖書與資訊處組長會議修正通過

Amended and approved by the OLIS Division Director Meeting on December 17, 2025

一、 國立中山大學圖書與資訊處（以下簡稱本處）為提供本校師生利用館藏進行教學或課業研討，並合理分配空間資源，訂定本要點。

I. These guidelines are formulated to provide faculty and students with a space for teaching and research in the library, based on the principle of proper allocation of space resources.

二、 本校教、職員、工、生為利用館藏進行教學或課業研討時，可依本要點申請使用討論室。

II. Faculty, staff, and students may apply to use the discussion room based on the guidelines herein for teaching, research, or studying.

三、 討論室預約使用方式及使用時間規定如下：

III. Reservation guidelines and available hours for the use of the discussion room:

（一） 討論室借用採自助式，借用者應登入圖書館研討空間管理系統

辦理預約。

（1） Patrons shall log into the i-Space system to make the reservation.

（二） 討論室依空間大小訂定最低預約及報到人數，分為兩類：

（2） According to the size of the space and the minimum number of people using the room, the discussion room is categorized as:

1. 小型討論室：容納 3 至 8 人，至少 2 人預約、報到。

i. Small Discussion Room: It can hold up to 3 to 8 people, so at least 2 people reserve and check in the room.

2. 大型討論室：容納 6 至 12 人，至少 5 人預約、報到。

ii. Large Discussion Room: It can hold up 6 to 12 people, so at least 5 people reserve and check in the room.

(三) 借用者可預約 14 天內之討論室使用時段，每次最多預約 4 小時，

14 天內總預約時數至多 16 小時。

(3) Patrons can reserve for a maximum of 4 hours each time and 16 hours in total within 14 days

(四) 預約時，應輸入第二款規定最低預約人數之證號，同一證號於

同一時段僅可預約一間討論室。

(4) When making a reservation, a minimum set of library ID cards based on Subparagraph 2 shall be entered. An ID number shall be limited to reserve only one room at a time.

(五) 借用者應於預定借用時間 15 分鐘內，以最低報到人數之有效證

件靠卡報到啟用；逾時未報到者，系統將自動取消該次預約，

並釋出空間供其他讀者借用。

(5) Patrons who reserve the room shall arrive within the first 15 minutes of the scheduled reservation time, and proceed with the minimum set of library ID cards to use the room. Those who fail to show up on time shall result in cancellation of the room being released to other patrons.

(六) 使用期間，借用者應持卡進出討論室；惟暫離逾 20 分鐘未歸者，

系統將自動釋出空間。

(6) During the period of use, patrons shall use their ID cards to leave and enter the room. The system will automatically release the room if the patrons leave the room for more than 20 minutes.

(七) 若無人預約續用時段，借用者可於原借用時段結束前 20 分鐘，  
於室內讀卡機面板續借 1 次，最長可續借 2 小時。

(7) If there is no other reservation within the renewal period, patrons can use the indoor card reader to extend their reservation period 20 minutes before the end of the original period. Only one extension is allowed, for a maximum of 2 hours.

(八) 預約後，若無法於預定時間使用討論室，最遲應於預定使用時  
間前 30 分鐘，由預約成員之一取消預約。

(8) When patrons cannot arrive at the scheduled time, one of them shall cancel the reservation 30 minutes before the scheduled time.

四、 借用者違反以下事項累計達 3 次，停權 30 天：

IV. Patrons who violate the following rules 3 times shall receive a penalty of 30-day suspension of their reservation right:

(一) 與他人交換使用或轉讓討論室。

(1) transferring or swapping the discussion room to/with others

(二) 預約使用未報到且未依規定取消預約。

(2) neither using the reserved room nor cancelling the reservation in time

(三) 於室內外門窗張貼紙張海報等遮蔽物。

(3) posting papers, posters or others on the windowpane

(四) 空間使用完畢未恢復場地整潔。

(4) not tidying up the room after use

五、蓄意破壞研究室設備者，除依照「圖書館讀者行為違規處理要點」處理外，並應負擔賠償責任。

V. Patrons who deliberately damage research carrel equipment shall be subject to disciplinary measures in accordance with *Guidelines on Handling Patrons' Violations* and shall bear the responsibility for compensation.

六、使用期滿，借用者應攜回個人物品，逾期未取回者，本處得逕行移置且不負保管責任。

VI. Patrons shall remove their personal belongings from the room at the end of reservation period, or the personal items shall be removed and the library shall not be liable to keep them.

七、本要點經本處組長會議通過後公布實施，修正時亦同。

VII. These guidelines are approved by the Division Director Meeting of the Office of Library and Information Services before implementation. Amendments to these guidelines shall follow the same procedure.