

國立中山大學圖書與資訊處圖書館研究室使用要點

Guidelines on the Use of Research Carrels

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)為提供本校師生撰寫論文

時所需之獨立環境，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 quiet and private space for their paper writing, based on the principle of proper allocation of space resources.

二、本校教師、研究員、博碩士研究生、大學部四年級生為進行研讀及論文撰

寫，可依本要點申請使用研究室。

- II. Faculty, researchers, graduate students, and undergraduate seniors may apply to use the research carrels based on the guidelines herein for conducting research and writing papers.

三、研究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 research carrel:

(一) 研究室借用採自助式，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) 研究室限個人使用，借用以日為單位，分為兩類：

(2) The research carrel is restricted for individual use and is categorized as:

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

1. 當日研究室：限當日使用，可於使用前1日預約。
 - i. Daily Research Carrel: It is for one day use only, and the reservation can be made 1 day in advance.
 2. 長期研究室：每人最多使用14天，可於60天前連續或分段預約，分段使用最多分為3段。如：借用者可1次預約連續使用14天；可分2段，分別預約使用8天及6天；可分3段，分別預約使用7天、4天及3天。
 - ii. Long-term Research Carrel: It shall be reserved 60 days in advance for a maximum of 14 days, with up to three separate sections. For example, a patron can make one reservation for 14 consecutive days, or two sections of 8 and 6 days, or three sections of 7, 4, and 3 days.
- (三) 借用者應依預定時間持本人有效證件靠卡報到啟用，借期首日未報到者，系統將自動取消該次預約，並釋出空間供其他讀者借用。
- (3) Patrons who reserve the study carrel shall arrive at the scheduled time with their ID card. Those who fail to show up on the first day of their reservation shall result in cancellation of the study carrel being released to other patrons.
- (四) 借用長期研究室者如連續2日（不含閉館日）未使用空間，系統將自動取消該次預約並釋出空間。
- (4) Patrons who reserve a long-term research carrel and do not use it for 2 consecutive days (excluding days when the library is closed), the system will automatically release the study carrel to other patrons.
- (五) 預約後，因故無法於預定時間使用研究室者，最遲應於預定使用時間前24小時取消預約。

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- (5) Patrons who cannot arrive at the scheduled time shall cancel their reservation at least 24 hours in advance.

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 right.

(一) 與他人交換使用或轉讓研究室。

(1) transferring or swapping the research carrel 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 study carrel 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 space 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 study carrel at the end of reservation period or the personal items shall be removed and the library shall not be liable to keep them.

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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 OLIS Division Director Meeting before implementation. Amendments to these guidelines shall follow the same procedure.

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.