

元智大學資訊傳播學系 影視器材借用辦法

Department of Information Communication, Yuan Ze University Regulations for Rental of Audio-Visual Equipment

107.5.22 106-13 系務會議修訂

103.5.13 102-12 系務會議通過

May 22, 2018 Amended by the 13th Department Affairs Meeting, Academic Year 2017-13

May 13, 2014 Passed by the 12th Department Affairs Meeting, Academic Year 2013-12

- 一、 借用影視器材須於借用日之前三天（不含假日）填寫「影視器材預約登記系統」，開放登記時間為每日 8:30~17:00 止。
 - I. Users who plan to borrow audio-visual equipment shall make a reservation on the “Audio-Visual Equipment Reservation System” three school days before the scheduled date (excluding holidays). The system is open for reservation from 8:30 to 17:00 every school day.
- 二、 大二以下可借用消費級攝影機、數位單眼相機、麥克風組、燈具與輔助器材，大三以上可借用任何影視器材（貴重影視器材除外）。
 - II. Two-year students at undergraduate level or lower can borrow consumer-grade video cameras, digital SLR cameras, microphone sets, lamps and auxiliary equipment. Third-year or senior students can borrow any audio-visual equipment (except for valuable audio-visual equipment).
- 三、 登記時請注意借出與歸還時間，並同時註明借用科目名稱。
 - III. Upon reservation, users shall pay attention to the time of borrowing and returning, and indicate the name of the course at the same time.
- 四、 預約使用影視器材每組每天僅能登記一台攝影設備。
 - IV. Only one piece of audio-visual equipment can be reserved on one day by each group of users.
- 五、 取消借用：若預約後因故不使用，須於借出時段前一天通知器材管理員，累積達三次取消登記的組別，停止該組當學期使用權。
 - V. Cancellation: Groups of users who decide not to borrow the reserved equipment shall notify the management staff of cancellation one day before the scheduled date. Those group having canceled the reservation for three times shall be suspended from reservation during the current semester.
- 六、 辦理攝影器材借出時，為保障自身權益，務必當場清點器材數量與檢查設備狀況。如有問題應立即告知管理人員，否則事後發現遺失、損壞等狀況，將由該組負責維修賠償。
 - VI. Users shall check the quantity and condition of the rental photography equipment upon application to ensure their rights and interests. Any problem found shall be responded to the management staff immediately. Otherwise, the group of users shall be responsible for repairs and

compensation if the equipment has been found to be lost or damaged.

- 七、 請依下列時間至器材室借出設備，逾時未至者取消當日借用。
- VII. Borrow the reserved equipment during the following time at the Equipment Room. Any delay will be deemed as cancellation on that day.
- 八、 非資傳系學生、教職員之借用，依「元智大學資訊傳播學系攝影棚與攝影設備外借管理辦法」辦理。

週一~週四: 請於前三天（不含假日）預約登記

借出時間：12:30 ~ 13:00

歸還時間：隔日 12:00 ~ 12:30

週休二日: 請於星期四預約登記

借出時間：星期五 12:30~13:00

歸還時間：次星期一 12:00~12:30

國定假日:請於國定假日前二天預約登記

借出時間：假日前一日中午 12:30~13:00

歸還時間：休假後一日 12:00~12:30

- VIII. Those users in need of borrowing the audio-visual equipment but not students, faculty members, or administrative staff of the Department of Information Communication shall be subject to the *Regulations for the Management of Rental of Studio and Photography Equipment, Department of Information and Communication, Yuan Ze University*.

Monday to Thursday: Reserve the rental equipment three days before(excluding holidays)

Lending time: 12:30 ~ 13:00

Return time: 12:00 ~ 12:30 on the next day

Weekends: Reserve the rental equipment on Thursday

Lending time: 12:30~13:00 on Friday

Return time: 12:00~12:30 next Monday

National holidays: Reserve the rental equipment two days before the national holidays.

Lending time: 12:30~13:00 noon on the day before the holidays.

Return time: 12:00~12:30 on the first school day after the holidays

- 九、 為顧及其他同學使用權利，請準時歸還器材，方便下組同學借用。
遲還者罰則：

- (1) 遲半小時內歸還者，予以罰款 500 元，依次累加。
- (2) 未於規定時段歸還者，應於下一時段準時歸還，並予以罰款 1000 元，且報請該科教師處理。
- (3) 未繳清罰款前停止設備借用權利，該組組員不得再借用任何器材。
- (4) 由設備管理員提供系辦遲還停權狀況，違規同學須至系辦繳納罰款，

將開立收據以資證明，繳清罰款後始得恢復借用權利。

(5) 所收罰款將用於相關設備的維護，並公佈其運用狀況。

IX. Users shall return the rental equipment on time in consideration of the rights of other users.

Penalty for late return:

(1) Users who return the rental equipment late within half an hour upon the given time shall be fined TWD 500, which is accumulated for each late return.

(2) Users who fail to return the rental equipment within the given return time shall return it on time during the next return time and be fined TWD 1,000, which will be reported to the teacher of that course.

(3) Those groups of users who have not paid off the fines will be suspended to borrow any equipment.

(4) The management staff of equipment will provide the Department Office with the information of late return and suspension. Students having late return shall pay the fine at the Department Office, and receive a receipt of proof. Only after all fines are paid off can the right of borrowing be restored.

(5) All the fines collected will be used to maintain the relevant equipment, which will be subject to public announcement.

十、 長時間借用：

(1) 適用課程：修「數位影音概論」、「數位音像設計基礎」、「動畫概論」、「影視製作專題」、「跨媒體整合」、「專題製作 I」、「專題製作 II」等科目的同學。

(2) 適用事由：學系相關之活動與展覽、研討會、專案計畫、學術發表，及授課教師指定借用之事由。

(3) 借用期間可不受本辦法第八條之規定，但最長時間以七日為限，歸還時間需填寫三天內值班時間(不可跨假日)，且依規定時段準時歸還，唯若因活動時間及地點因素，可憑證明依活動期程給予申請。

(4) 借用方式：除須依本辦法第一條規定於借用日之前三天(不含假日)辦理預約登記外，尚須填寫「設備長時間借用單」，事先請授課教師、指導老師或計畫主持人審核簽名，並於借出時一併出示。如需延展借期，需請授課教師、指導老師或計畫主持人重新審核簽名。

X. Long-term rental:

(1) Eligible courses: Students who take the courses of "Principles of Digital Audio and Video", "Fundamentals of Digital Audiovisual Design", "Principles of Animation", "Advanced Film and Video Production Workshop", "Cross-Media Integration", "Field Study I" and "Field Study II".

(2) Purposes of use: activities and exhibitions, seminars, project plans, and academic presentations in associated with the Department, and any other reasons designated by the course instructors.

(3) The maximum period of rental is seven days, not subject to Article 8 of these Regulations. The time of return shall be within three days of the duty hours of the management staff (and shall not be across any holidays), and the rental equipment shall be returned in the given

return time, except that alternative return time is needed due to the time and place of the activity and has been applied for an approval with the supporting documents.

- (4) Procedure: In addition to making a reservation on the system in accordance with Article 1 of these Regulations, users in need of the long-term rental shall also fill out the Equipment Long-term loan Form, which shall be approved and signed by the instructors, advisors or project leaders, and further present it when taking the rental equipment from the management staff. If any extension of rental period is needed, the Form is required to be reviewed and signed by the instructors, advisors or project leaders again.

十一、貴重影視器材借用：

- (1) 部分影視器材因屬專業級設備且價格高昂，為避免因不熟悉或人為不當操作造成設備損壞，進而影響教學及師生使用權益，凡列於「貴重影視器材清單」中設備，借用人需符合借用資格，曾參與過相關課程、教育訓練或工作坊，具相關使用經驗者始得申請借用。
- (2) 申請借用後，須經設備保管人及指導教師審核簽名，始得辦理借出。

XI. Rental of valuable audio-visual equipment:

- (1) Some audio-visual equipment is for professional use and is valuable. To avoid any damage to equipment arising from unpracticed or improper operation to affect course teaching and the rights of faculty and students, users in need of the equipment rental on the Valuable Audio-Visual Equipment List shall only be allowed to make a rental application when they have taken relevant courses, training or workshops as well as had relevant experience.
- (2) After submission of rental application, the uses can take the rental equipment only when the application is approved and signed by both the equipment custodian and the advisors.