

文藻外語大學圖書館入館攝錄影申請書

申請日期： 年 月 日

申請人姓名		學號 / 證號 (校外人士請填身份證字號)	
系所/單位名稱		e-mail	
課程名稱		聯絡電話	
拍攝人數	_____人	指導老師簽名	
拍攝區域	<input type="checkbox"/> B1樓 <input type="checkbox"/> 1樓 <input type="checkbox"/> 2樓 <input type="checkbox"/> 5樓 第一中文書庫 <input type="checkbox"/> 5樓合作學習區 <input type="checkbox"/> 6樓 <input type="checkbox"/> 6樓夾層 <input type="checkbox"/> 7樓 <input type="checkbox"/> 7樓夾層		
拍攝目的			
拍攝時間	年 月 日 時 分至 時 分		
攜帶器材	<input type="checkbox"/> 照相機 <input type="checkbox"/> 攝影機 <input type="checkbox"/> 其他_____		

注意事項:

1. 預定拍攝日至少三個工作天前填寫送出申請表，經館方核可後始得進行拍攝。（期中考、期末考前一週及當週不接受申請）
2. 拍攝日當天請攜帶此申請書影本，並憑學生證向工作人員換領「攝錄影許可證」(校外人士請憑效期內附照片之證件)，拍攝全程請將許可證配掛於身上明顯處以資識別。
3. 拍攝期間請保持環境清潔與安寧，勿破壞館舍現狀。
4. 入館拍攝時請遵守著作權法、讀者隱私權及肖像權等相關規定。
5. 同時段僅開放一組人拍攝，每組拍攝以2小時為限。
6. **3樓耕心園為安靜閱讀區，禁止拍攝。**
7. 本館保留變更拍攝時間或地點的權利。

以下由圖書館人員填寫：櫃台收件人：_____ 日期：_____

圖書館審查	<input type="checkbox"/> 核可 <input type="checkbox"/> 不核可 承辦館員： _____ 讀者服務組組長： _____
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切結書 本人同意遵守上列規定，若有違反，願意承擔館方一切損失及責任。

申請人簽名： _____

Date of Request: _____

Permittee		Wenzao ID / Personal ID	
Wenzao Dept. / Organization		Contact Phone No.	
E-mail			
Course / Instructor	Course: Instructor's Signature:		
Number of Anticipated Attendance of a Group:			
Location	<input type="checkbox"/> B1F <input type="checkbox"/> 1F <input type="checkbox"/> 2F <input type="checkbox"/> 5F Chinese Language Stacks I <input type="checkbox"/> 5F Collaborative Learning Area <input type="checkbox"/> 6F <input type="checkbox"/> 6M <input type="checkbox"/> 7F <input type="checkbox"/> 7M		
Purpose of Filming/Photography			
Start Date & Time			
Equipment	<input type="checkbox"/> Camera <input type="checkbox"/> Video Recording <input type="checkbox"/> Others, please specify _____		
Notices			
<p>1. All permit requests must be received by Wenzao Library a minimum of 3 business days prior to the requested start time and date. A permit is required for ALL filming or photographing activity and must be approved by Wenzao Library. Permits will not be issued during the midterm and final exam periods.</p> <p>2. Please obtain the Permit at the Service Desk on the day of filming or photo shooting and wear the permit badge until the end of your project.</p> <p>3. During filming or photo shooting, please keep the Library quiet and clean as well as avoid vandalism.</p> <p>4. You should consider the impact on intellectual property rights, including copyright, privacy and publicity rights.</p> <p>5. Multiple individuals or groups requesting the same time slot are not acceptable. Each individual or group is limited to two hours in length per request.</p> <p>6. Gengxin Yuan Study Commons on the 3rd floor is NOT open for filming or photography because it is served as a quiet studying room.</p> <p>7. The Library reserves the right to change the filming date or locations.</p>			
Library Review Result	<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval Signature: _____ Date: ____ / ____ / ____ Wenzao Library's Approval (Head of Access Services Section)		
Declaration			
I, the undersigned, hereby agree to comply with the regulations stated above and accept full responsibility for any loss or damage arising out of a breach of these regulations. Signature of Permittee:			