

國立政治大學圖書館創客空間收費辦法

中華民國 109 年 1 月 13 日第 108 次圖書館委員會議通過

中華民國 110 年 6 月 28 日第 111 次圖書館委員會議修訂通過

第一條 國立政治大學(以下簡稱本校)圖書館(以下簡稱本館)為管理創客空間(以下簡稱本空間)場地與設備收費事宜，依據「國立政治大學達賢圖書館創客空間管理辦法」第二條第二項，特訂定「國立政治大學圖書館創客空間收費辦法」(以下簡稱本辦法)。

第二條 本空間場地借用收費標準表如附表，並依以下規定辦理：

一、收費時段

(一)半日：以全日時段內四小時為一單位。

(二)全日：9:00-17:00 共八小時。

(三)借用時間未達半日者，以半日計費；超過半日未達全日者，以全日計費。

(四)場地逾時歸還者，逾時費用以每小時加計。

二、收費說明

(一)經申請核准者，得借用本空間場地，並依規定繳交場地維護管理費。

(二)有設備操作等人力需求者，須由本館指派專人協助，費用由借用單位支付。

(三)校友組織係指系友會或各學程校友會等。

(四)借用單位應於使用前一個月內繳交場地維護管理費。

三、退費說明

(一)退費金額

1. 活動日 30 天前(不含活動日)取消，全額退費。

2. 活動日 30 天內取消，已付費用退費 50%。

3. 活動日七天內取消，不退費。

(二)若遇不可抗力之因素(如颱風、地震等天災)須取消活動，已付費用全額退費。

第三條 本空間所提供之機器設備為免費使用，耗材可由本館提供亦可自備，本館提供耗材之收費方式如下：

一、使用 3D 列印機者，完成列印後成品需拿至櫃台秤重，按克數收費，FDM 3D 列印耗材每公克收費二元，光固化 3D 列印耗材每公克收費八元。

二、使用熱轉印機者，熱轉印紙每張收費五元。

三、雷射切割機與熱轉印機之製作材料可向櫃台登記購買，亦可自行

攜帶其他材料。

四、使用 FDM 3D 列印機者須於使用前自行確認耗材情形，若因耗材不足或斷裂造成成品損壞，本館不負賠償責任，消耗之耗材仍須收費。

耗材如因成本變動而須調整收費，由圖書館主管會報調整後，再提圖書館委員會核備。

如為教學借用或單位借用設備之耗材，由授課教師自備。

第四條 本校課程借用場地，每科目每學期以五次為原則，得免收費，超次使用須依本辦法收費。

第五條 其他未竟事宜，悉依本館相關規定辦理。

第六條 本辦法經圖書館委員會通過後施行，修正時亦同。

附表、創客空間收費標準表

借用單位類別	創客空間場地維護管理費		逾時費用
	半日	全日	
校內主辦	500 元	1,000 元	125 元
校友組織 校內主辦、校外協辦之合辦	1,000 元	2,000 元	250 元
校內協辦、校外主辦之合辦	2,000 元	4,000 元	500 元

條次	要點內容	說明
第一條	國立政治大學(以下簡稱本校)圖書館(以下簡稱本館)為管理創客空間(以下簡稱本空間)場地與設備收費事宜，依據「國立政治大學達賢圖書館創客空間管理辦法」第二條第二項，特訂定「國立政治大學圖書館創客空間收費辦法」(以下簡稱本辦法)。	設置目的
第二條	本空間場地借用收費標準表如附表，並依以下規定辦理： 一、收費時段 (一) 半日：以全日時段內四小時為一單位。 (二) 全日：9:00-17:00 共八小時。 (三) 借用時間未達半日者，以半日計費；超過半日未達全日者，以全日計費。 (四) 場地逾時歸還者，逾時費用以每小時加計。 二、收費說明 (一) 經申請核准者，得借用本空間場地，並依規定繳交場地維護管理費。 (二) 有設備操作等人力需求者，須由本館指派專人協	場地收費標準

	<p>助，費用由借用單位支付。</p> <p>(三) 校友組織係指系友會或各學程校友會等。</p> <p>(四) 借用單位應於使用前一個月內繳交場地維護管理費。</p> <p>三、退費說明</p> <p>(一) 退費金額</p> <ol style="list-style-type: none"> 1. 活動日 30 天前(不含活動日)取消，全額退費。 2. 活動日 30 天內取消，已付費用退費 50%。 3. 活動日七天內取消，不退費。 <p>(二) 若遇不可抗力之因素(如颱風、地震等天災)須取消活動，已付費用全額退費。</p>	
第三條	<p>本空間所提供之機器設備為免費使用，耗材可由本館提供亦可自備，本館提供耗材之收費方式如下：</p> <ol style="list-style-type: none"> 一、使用 3D 列印機者，完成列印後成品需拿至櫃台秤重，按克數收費，FDM 3D 列印耗材每公克收費二元，光固化 3D 列印耗材每公克收費八元。 二、使用熱轉印機者，熱轉印紙每張收費五元。 三、雷射切割機與熱轉印機之製作材料可向櫃台登記購買，亦可自行攜帶其他材料。 四、使用 FDM 3D 列印機者須於使用前自行確認耗材情形，若因耗材不足或斷裂造成成品損壞，本館不負賠償責任，消耗之耗材仍須收費。 <p>耗材如因成本變動而須調整收費，由圖書館主管會報調整後，再提圖書館委員會核備。</p> <p>如為教學借用或單位借用設備之耗材，由授課教師自備。</p>	耗材收費方式
第四條	<p>本校課程借用場地，每科目每學期以五次為原則，得免收費，超次使用須依本辦法收費。</p>	場地收費方式
第五條	<p>其他未盡事宜，悉依本館相關規定辦理。</p>	補充說明
第六條	<p>本辦法經圖書館委員會通過後發布施行，修正時亦同。</p>	立法及修法之程序

National Chengchi University Library Maker Space Fee Regulations

Approved by the 108th Library Committee Meeting on January 13, 2020

Amended and Approved by the 111th Library Committee Meeting on June 28, 2021

Article 1 National Chengchi University (hereinafter referred to as "the University")

Library (hereinafter referred to as "the Library") establishes these regulations for managing the fees associated with the use of the Maker Space (hereinafter referred to as "the Space"), including its venues and equipment. These regulations are enacted in accordance with Article 2, Paragraph 2 of the "National Chengchi University Dah Hsian Seetoo Library Maker Space Management Regulations." These regulations are referred to as the "National Chengchi University Library Maker Space Fee Regulations" (hereinafter referred to as "the Regulations").

Article 2 The fee standards for borrowing the Space are outlined in the attached table and are managed as follows:

1. **Fee Timeframes:**

- (1) **Half Day:** Four-hour periods within the full day timeframe.
- (2) **Full Day:** From 9:00 AM to 5:00 PM, totaling eight hours.
- (3) For borrowing periods less than half a day, a half-day fee is charged; for periods exceeding half a day but less than a full day, a full-day fee is charged.
- (4) For overdue returns, an additional hourly fee is applied.

2. **Fee Description:**

- (1) Approved applicants may borrow the Space venues and must pay the venue maintenance fee according to regulations.
- (2) If equipment operation or other assistance is required, the Library will assign personnel, and the borrowing unit must cover the additional costs.
- (3) Alumni organizations refer to departmental alumni associations or program alumni associations.
- (4) Borrowing units must pay the venue maintenance fee within one month before the usage date.

3. **Refund Description:**

- (1) Refund Amount:
 - i. Cancellation 30 days before the event date (excluding the event date): Full refund.
 - ii. Cancellation within 30 days before the event date: 50%

refund of the paid fee.

iii. Cancellation within seven days before the event date: No refund.

(2) In cases of force majeure (e.g., typhoons, earthquakes), resulting in event cancellation, a full refund of the paid fee will be granted.

Article 3 The machines and equipment provided in the Space are free to use.

Consumable materials can either be provided by the Library or brought by the user. The Library charges for consumables as follows:

1. After 3D printing, the finished product must be weighed at the counter. The fee is charged by gram: NT\$2 per gram for FDM 3D printing material, and NT\$8 per gram for Light-curing 3D printing material.
2. Heat transfer paper is charged at NT\$5 per sheet.
3. Laser Engraver and Heat Press materials can be purchased at the counter, or users can bring their own materials.
4. While using FDM 3D Printer, users must check the status of materials before use. The Library is not responsible for product's damages due to insufficient or broken materials, and the consumed materials will still be charged.

If the price of consumables needs to be adjusted due to cost changes, the adjustment will be made by the Library's supervisory meeting and submitted to the Library Committee for approval.

For teaching or unit borrowing of equipment, the instructor is responsible for preparing the materials.

Article 4 NCCU courses borrowing the Space venue are exempt from fees for up to five times per subject per semester. Usage beyond this limit will be charged according to the Regulations.

Article 5 Other unspecified matters shall be handled in accordance with relevant Library regulations.

Article 6 These Regulations shall be implemented after approval by the Library Committee. The same applies to amendments.

Appendix: Maker Space Fee Standards Table

Category of Borrowing Unit	Maker Space Rental Fee (NTD)		Overtime Fee
	Half Day	Full day	
Hosted by NCCU	500	1,000	125
Hosted by Alumni Association or Internal Organization	1,000	2,000	250
Hosted by External Organization	2,000	4,000	500

Article	Regulation	Description
Article 1	National Chengchi University (hereinafter referred to as "the University") Library (hereinafter referred to as "the Library") establishes these regulations for managing the fees associated with the use of the Maker Space (hereinafter referred to as "the Space"), including its venues and equipment. These regulations are enacted in accordance with Article 2, Paragraph 2 of the "National Chengchi University Dah Hsian Seetoo Library Maker Space Management Regulations." These regulations are referred to as the "National Chengchi University Library Maker Space Fee Regulations" (hereinafter referred to as "the Regulations").	Purpose
Article 2	<p>The fee standards for borrowing the Space are outlined in the attached table and are managed as follows:</p> <ol style="list-style-type: none"> 1. Fee Timeframes: <ol style="list-style-type: none"> (1) Half Day: Four-hour periods within the full day timeframe. (2) Full Day: From 9:00 AM to 5:00 PM, totaling eight hours. (3) For borrowing periods less than half a day, a half-day fee is charged; for periods exceeding half a day but less than a full day, a full-day fee is charged. (4) For overdue returns, an additional hourly fee is applied. 	Venue Fee Standards

	<p>2. Fee Description:</p> <p>(1) Approved applicants may borrow the Space venues and must pay the venue maintenance fee according to regulations.</p> <p>(2) If equipment operation or other assistance is required, the Library will assign personnel, and the borrowing unit must cover the additional costs.</p> <p>(3) Alumni organizations refer to departmental alumni associations or program alumni associations.</p> <p>(4) Borrowing units must pay the venue maintenance fee within one month before the usage date.</p> <p>3. Refund Description:</p> <p>(1) Refund Amount:</p> <p>i. Cancellation 30 days before the event date (excluding the event date): Full refund.</p> <p>ii. Cancellation within 30 days before the event date: 50% refund of the paid fee.</p> <p>iii. Cancellation within seven days before the event date: No refund.</p> <p>(2) In cases of force majeure (e.g., typhoons, earthquakes), resulting in event cancellation, a full refund of the paid fee will be granted.</p>	
Article 3	<p>The machines and equipment provided in the Space are free to use. Consumable material can either be provided by the Library or brought by the user. The Library charges for consumables as follows:</p> <p>1. After 3D printing, the finished product must be weighed at the counter. The fee is charged by gram: NT\$2 per gram for FDM 3D printing material, and NT\$8 per gram for Light-curing 3D printing material.</p> <p>2. Heat transfer paper is charged at NT\$5 per sheet.</p> <p>3. Laser Engraver and Heat Press materials can be purchased at the counter, or users can bring their</p>	Consumables and Material Fee Standards

	<p>own materials.</p> <p>4. While using FDM 3D Printer, users must check the status of materials before use. The Library is not responsible for product's damages due to insufficient or broken materials, and the consumed materials will still be charged. If the price of consumables needs to be adjusted due to cost changes, the adjustment will be made by the Library's supervisory meeting and submitted to the Library Committee for approval. For teaching or unit borrowing of equipment, the instructor is responsible for preparing the materials.</p>	
Article 4	NCCU courses borrowing the Space venue are exempt from fees for up to five times per subject per semester. Usage beyond this limit will be charged according to the Regulations.	Venue Fee of NCCU Courses
Article 5	Other unspecified matters shall be handled in accordance with relevant Library regulations.	Additional Information
Article 6	These Regulations shall be implemented after approval by the Library Committee. The same applies to amendments.	Legislative and Amendment Procedures

