

# 國立政治大學達賢圖書館創客空間管理辦法

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 113 年 6 月 25 日第 117 次圖書館委員會修訂通過

第一條 國立政治大學(以下簡稱本校)圖書館(以下簡稱本館)為推廣創新創意教育，促進師生與新創團隊之連結，特設置達賢圖書館創客空間(以下簡稱本空間)，並訂定「國立政治大學達賢圖書館創客空間管理辦法」(以下簡稱本辦法)。

第二條 本空間位於本校達賢圖書館五樓北側，包含 3D 掃描、3D 列印、熱轉印、雷射、虛擬實境(VR)、動態捕捉使用區及創客研究室區。

本空間收費辦法另訂之。

第三條 本空間開放時間如下：

- 一、週一至週五 9:00 至 17:00，國定例假日均不開放使用。
- 二、寒暑假開放時間另行公告。
- 三、遇有特殊情況時，本館得於事先公告後，變更開放使用時間。

第四條 服務對象

- 一、凡持有本校教職員工證、學生證、校友借書證、本館借書證者(不含館際合作借書證)，得於開放時間內，向本空間櫃台辦理借用。
- 二、寒暑假期間另開放給團體舉辦創客活動。

第五條 預約及借用

- 一、線上預約使用者須當天於櫃台出示證件以供核對身分，借用設備需暫押證件，使用完畢後由館員確認設備情形後歸還。
- 二、冒用他人證件者及出借證件供他人使用者各記一次違規，累計二次違規則取消使用權 30 日。
- 三、個人預約創客空間之設備及研究室區，應於二個工作天之前至創客空間網頁填寫線上預約借用表單，經收到回信確認後完成預約。
- 四、單位借用創客空間及設備開課或舉辦活動，須於一星期前至創客空間網頁填寫線上單位預約表單，經收到回信確認後完成預約。
- 五、團體於寒暑假期間舉辦創客活動，借用創客設備或空間前需先填寫申請單並附活動企劃書，於活動前一個月申請，經審查核准後始可借用；借用申請獲准後，如有取消或異動，須於一星期前通知。
- 六、取消預約應於前一個工作天以電郵或電話通知取消，未告知者記一次違規，累計二次違規取消使用權 30 日。

- 七、逾時未到館使用或超時使用，影響他人使用權益者，記一次違規，累計二次違規取消使用權 30 日。

#### 第六條 使用須知

- 一、各項設備操作前，須詳閱使用說明手冊及注意事項，並遵守館員指示操作設備。
- 二、為維護本空間設備正常運作與安全，本空間內嚴禁飲食及私自改裝、拆卸或攜出設備、線路與電源等。
- 三、使用或參觀本空間如有拍照需求，應遵守著作權法、讀者隱私權及肖像權等相關規定，關閉快門聲音及閃光燈，並避免對著使用者取景；如非使用及參觀期間有其他攝影或錄影需求，則依本館入館拍攝相關規定辦理。

#### 第七條 責任歸屬與損害賠償

- 一、使用前應確認設備狀態，如發現故障毀損，或於使用時發現設備異常，應立即通知館員。
- 二、設備損壞責任：
  - (一)未遵照使用手冊等人為操作不當造成設備損壞應負損害賠償責任，並停止借用創客設備之權利 30 日。
  - (二)惡意破壞設備，使用者須支付全額維修費用，並停止其使用設備及空間權利一年，如發生二次破壞則永久停止其使用權利。
- 三、本館不負責保管作品或作品完成與否等責任。
- 四、借用設備製作或加工失敗，由使用者自行負責，本館不負賠償責任。
- 五、任何侵犯他人智慧財產權之情事，由使用者自行負一切法律責任。
- 六、如有毀損公物或未經申請自行使用，致設備器材損壞者情事，使用者應負損害賠償責任。
- 七、造成設備損壞者如為冒用他人證件者，出借證件供他人使用者需連帶負損害賠償責任。

#### 第八條 其他規定

- 一、使用期間應遵守本館設備使用、公共安全及環境衛生之規定，並接受館員之指導。
- 二、為配合相關活動，本館有權臨時變更使用者預約時段。
- 三、使用者若無法配合館員指示，本館有權取消其使用時段。

#### 第九條 本辦法經圖書館委員會通過後發布實施，修正時亦同。

| 條次  | 條文內容  | 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)為推廣創新創意教育，促進師生與新創團隊之連結，特設置達賢圖書館創客空間（以下簡稱本空間），並訂定「國立政治大學達賢圖書館創客空間管理辦法」（以下簡稱本辦法）。  | 設置目的       |
| 第二條 | 本空間位於本校達賢圖書館五樓北側，包含 3D 掃描、3D 列印、熱轉印、雷切、虛擬實境(VR)、動態捕捉使用區及創客研究室區。<br>本空間收費辦法另訂之。  | 地點、設備與收費說明 |
| 第三條 | 本空間開放時間如下：<br>一、週一至週五 9:00 至 17:00，國定例假日均不開放使用。<br>二、寒暑假期間開放時間另行公告。<br>三、遇有特殊情況時，本館得於事先公告後，變更開放使用時間。  | 開放時間       |
| 第四條 | 服務對象<br>一、凡持有本校教職員工證、學生證、校友借書證、本館借書證者（不含館際合作借書證），得於開放時間內，向本空間櫃台辦理借用。<br>二、寒暑假期間另開放給團體舉辦創客活動。  | 使用對象       |
| 第五條 | 預約及借用<br>一、線上預約使用者須當天於櫃台出示證件以供核對身分，借用設備需暫押證件，使用完畢後由館員確認設備情形後歸還。<br>二、冒用他人證件者及出借證件供他人使用者各記一次違規，累計二次違規則取消使用權 30 日。<br>三、個人預約創客空間之設備及研究室區，應於二個工作天之前至創客空間網頁填寫線上預約借用表單，經收到回信確認後完成預約。<br>四、單位借用創客空間及設備開課或舉辦活動，須於一星期前至創客空間網頁填寫線上單位預約表單，經收到回信確認後完成預約。<br>五、團體於寒暑假期間舉辦創客活動，借用創客設備或空間前需先填寫申請單並附活動企劃書，於活動前一個月申請，經審查核准後始可借用；借用申請獲准後，如有取消或異動，須於一星期前通知。<br>六、取消預約應於前一個工作天以電郵或電話通知取消，未告知者記一次違規，累計二次違規取消使用權 30 日。<br>七、逾時未到館使用或超時使用，影響他人使用權益者，記一次違規，累計二次違規取消使用權 30 日。 | 空間與設備管理方式  |

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| 第六條 | <p>使用須知</p> <p>一、各項設備操作前，須詳閱使用說明手冊及注意事項，並遵守館員指示操作設備。</p> <p>二、為維護本空間設備正常運作與安全，本空間內嚴禁飲食及私自改裝、拆卸或攜出設備、線路與電源等。</p> <p>三、使用或參觀本空間如有拍照需求，應遵守著作權法、讀者隱私權及肖像權等相關規定，關閉快門聲音及閃光燈，並避免對著使用者取景；如非使用及參觀期間有其他攝影或錄影需求，則依本館入館拍攝相關規定辦理。</p>  | 空間及設備使用方式及耗材收費方式  |
| 第七條 | <p>責任歸屬與損害賠償</p> <p>一、使用前應確認設備狀態，如發現故障毀損，或於使用時發現設備異常，應立即通知館員。</p> <p>二、設備損壞責任：</p> <p>（一）未遵照使用手冊等人為操作不當造成設備損壞應負損害賠償責任，並停止借用創客設備之權利 30 日。</p> <p>（二）惡意破壞設備，使用者須支付全額維修費用，並停止其使用設備及空間權利一年，如發生二次破壞則永久停止其使用權利。</p> <p>三、本館不負責保管作品或作品完成與否等責任。</p> <p>四、借用設備製作或加工失敗，由使用者自行負責，本館不負賠償責任。</p> <p>五、任何侵犯他人智慧財產權之情事，由使用者自行負一切法律責任。</p> <p>六、如有毀損公物或未經申請自行使用，致設備器材損壞者情事，使用者應負損害賠償責任。</p> <p>七、造成設備損壞者如為冒用他人證件者，出借證件供他人使用者需連帶負損害賠償責任。</p> | 代製作、智慧財產及損害賠償相關規定 |
| 第八條 | <p>其他規定</p> <p>一、使用期間應遵守本館設備使用、公共安全及環境衛生之規定，並接受館員之指導。</p> <p>二、為配合相關活動，本館有權臨時變更使用者預約時段。</p> <p>三、使用者若無法配合館員指示，本館有權取消其使用時段。</p>  | 空間使用、產出作品及其他相關規定  |
| 第九條 | 本辦法經圖書館委員會通過後發布實施，修正時亦同。  | 立法及修法之程序          |

# National Chengchi University Dah Hsian Seetoo Library Maker Space Management Regulations

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

Amended and Approved by the 117th Library Committee Meeting on June 25, 2024

**Article 1** National Chengchi University (hereinafter referred to as "the University") Library (hereinafter referred to as "the Library") establishes these regulations for promoting innovative and creative education and fostering connections between faculty, students, and startup teams. The Dah Hsian Seetoo Library Maker Space (hereinafter referred to as "the Space") is thereby established, and the "National Chengchi University Dah Hsian Seetoo Library Maker Space Management Regulations" (hereinafter referred to as "the Regulations") are enacted.

**Article 2** The Space is located on the north side of the 5th floor of Dah Hsian Seetoo Library. Including 3D scanner, 3D printer, heat press, laser engraver, virtual reality (VR), motion capture area, and the discussion area. The fee standards for the Space are determined separately.

**Article 3 The opening hours for the Space are as follows:**

1. Monday to Friday from 9:00 AM to 5:00 PM, closed on national holidays.
2. The opening hours during winter and summer vacations will be announced separately.
3. In special circumstances, the Library may change the opening hours after announcement.

**Article 4 Eligibility for Use**

1. Eligible users include holders of University faculty and staff ID cards, student ID cards, alumni library cards, and Library borrowing cards (excluding interlibrary cooperation borrowing cards).
2. During winter and summer vacations, the Space is also open to groups for maker activities.

**Article 5 Reservation and Borrowing**

1. Users must present their ID at the counter on the day of use for identity verification. A deposit ID is required for borrowing equipment and will be returned after the equipment is checked by staff member.
2. Unauthorized use of another person's ID or lending one's ID to others will result in a violation. Two violations will result in a 30-day suspension of borrowing right.
3. Individual reservations for equipment and discussion area must be

made at least two working days in advance through the Space's website. Reservations are confirmed upon receiving a confirmation email.

4. Units borrowing the Space and equipment for courses or activities must make reservations at least one week in advance through the Space's website. Reservations are confirmed upon receiving a confirmation email.
5. Groups holding maker activities during winter and summer vacations must submit an application form and activity plan to the Space one month before the event. Borrowing is allowed after approval. Cancellations or changes must be notified at least one week in advance.
6. Cancellations must be notified by email or phone one working day in advance. Failure to notify will result in a violation. Two violations will result in a 30-day suspension of borrowing right.
7. Late arrival or extended use affecting others' rights will result in a violation. Two violations will result in a 30-day suspension of borrowing right.

#### **Article 6 Usage Guidelines**

1. Before using any equipment, please read the user manual and safety instructions carefully, and follow the librarian's instructions for operating the equipment.
2. To ensure proper operation and safety, eating and drinking are prohibited in the Space. Unauthorized modification, disassembly, or removal of equipment, cables, and power sources is also prohibited.
3. For photography or filming needs, users must comply with copyright laws, reader privacy, and portrait rights. Shutter sounds and flash must be turned off, and users should avoid photographing other users. If there are other photography needs, they shall be handled in accordance with the Library's relevant regulations on in-library photography.

#### **Article 7 Liability and Compensation**

1. Users must check equipment status before use. Any malfunctions or damages must be reported immediately to staff.
2. Damage Responsibility:
  - (1) Users are responsible for damages caused by improper operation not following the manual and will have a suspension of borrowing rights for 30 days.
  - (2) Deliberate damage requires users to pay full repair costs and

results in a one-year suspension of equipment and space usage rights. Causing second damage results in permanent suspension.

3. The Library is not responsible for the custody or completion of works.
4. Users are responsible for failed productions.
5. Users are liable for any infringement of intellectual property rights.
6. Users causing damage to public property or equipment due to unauthorized use will be held liable for compensation.
7. In cases of ID misuse, both the user and the ID owner are jointly liable for damages.

#### **Article 8 Additional Provisions**

1. Users must comply with Library equipment usage, public safety, and hygiene regulations and accept staff guidance.
2. The Library reserves the right to adjust reservation times to accommodate related activities.
3. The Library reserves the right to cancel usage times if users do not cooperate with staff instructions.

**Article 9** These Regulations shall be implemented after approval by the Library Committee. Amendments follow the same procedure.

| Article          | Regulation  | Description                              |
|------------------|---|--|
| <b>Article 1</b> | National Chengchi University (hereinafter referred to as "the University") Library (hereinafter referred to as "the Library") establishes these regulations for promoting innovative and creative education and fostering connections between faculty, students, and startup teams. The Dah Hsian Seetoo Library Maker Space (hereinafter referred to as "the Space") is thereby established, and the " National Chengchi University Dah Hsian Seetoo Library Maker Space Management Regulations" (hereinafter referred to as "the Regulations") are enacted. | Purpose                                  |
| <b>Article 2</b> | The Space is located on the north side of the 5th floor of Dah Hsian Seetoo Library. Including 3D scanner, 3D printer, heat press, laser engraver, virtual reality (VR), motion capture area, and the discussion area.  | Location, Equipment, and Fee Description |
| <b>Article 3</b> | <b>The opening hours for the Space are as follows:</b> <ol style="list-style-type: none"> <li>Monday to Friday from 9:00 AM to 5:00 PM, closed on national holidays.</li> <li>The opening hours during winter and summer vacations will be announced separately.</li> <li>In special circumstances, the Library may change the opening hours after announcement.</li> </ol>   | Opening Hour                             |
| <b>Article 4</b> | <b>Eligibility for Use:</b> <ol style="list-style-type: none"> <li>Eligible users include holders of University faculty and staff ID cards, student ID cards, alumni library cards, and Library borrowing cards (excluding interlibrary cooperation borrowing cards).</li> <li>During winter and summer vacations, the Space is also open to groups for maker activities.</li> </ol>  | User                                     |
| <b>Article 5</b> | <b>Reservation and Borrowing</b> <ol style="list-style-type: none"> <li>Users must present their ID at the counter on the day of use for identity verification. A deposit ID is required for borrowing equipment and will be returned after the equipment is checked by staff member.</li> <li>Unauthorized use of another person's ID or</li> </ol>  | Space and Equipment Management           |



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|                  | <p>lending one's ID to others will result in a violation. Two violations will result in a 30-day suspension of borrowing right.</p> <ol style="list-style-type: none"> <li>3. Individual reservations for equipment and discussion area must be made at least two working days in advance through the Space's website. Reservations are confirmed upon receiving a confirmation email.</li> <li>4. Units borrowing the Space and equipment for courses or activities must make reservations at least one week in advance through the Space's website. Reservations are confirmed upon receiving a confirmation email.</li> <li>5. Groups holding maker activities during winter and summer vacations must submit an application form and activity plan to the Space one month before the event. Borrowing is allowed after approval. Cancellations or changes must be notified at least one week in advance.</li> <li>6. Cancellations must be notified by email or phone one working day in advance. Failure to notify will result in a violation. Two violations will result in a 30-day suspension of borrowing right.</li> <li>7. Late arrival or extended use affecting others' rights will result in a violation. Two violations will result in a 30-day suspension of borrowing right.</li> </ol> |   |
| <b>Article 6</b> | <p><b>Usage Guidelines</b></p> <ol style="list-style-type: none"> <li>1. Before using any equipment, please read the user manual and safety instructions carefully, and follow the librarian's instructions for operating the equipment.</li> <li>2. To ensure proper operation and safety, eating and drinking are prohibited in the Space. Unauthorized modification, disassembly, or removal of equipment, cables, and power sources is also prohibited.</li> </ol>   | <p>Regulations on Space and Equipment Usage, and Consumables Charging Methods</p> |

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|                  | <p>3. For photography or filming needs, users must comply with copyright laws, reader privacy, and portrait rights. Shutter sounds and flash must be turned off, and users should avoid photographing other users. If there are other photography needs, they shall be handled in accordance with the Library's relevant regulations on in-library photography.</p>   |  |
| <b>Article 7</b> | <p><b>Liability and Compensation</b></p> <ol style="list-style-type: none"> <li>1. Users must check equipment status before use. Any malfunctions or damages must be reported immediately to staff.</li> <li>2. Damage Responsibility: <ol style="list-style-type: none"> <li>(1) Users are responsible for damages caused by improper operation not following the manual and will have a suspension of borrowing rights for 30 days.</li> <li>(2) Deliberate damage requires users to pay full repair costs and results in a one-year suspension of equipment and space usage rights. Causing second damage results in permanent suspension.</li> </ol> </li> <li>3. The Library is not responsible for the custody or completion of works.</li> <li>4. Users are responsible for failed productions.</li> <li>5. Users are liable for any infringement of intellectual property rights.</li> <li>6. Users causing damage to public property or equipment due to unauthorized use will be held liable for compensation.</li> <li>7. In cases of ID misuse, both the user and the ID owner are jointly liable for damages.</li> </ol> | Regulations on Misuse ID, Intellectual Property, and Damage Compensation |
| <b>Article 8</b> | <p><b>Additional Provisions</b></p> <ol style="list-style-type: none"> <li>1. Users must comply with Library equipment usage, public safety, and hygiene regulations and accept staff guidance.</li> <li>2. The Library reserves the right to adjust reservation times to accommodate related</li> </ol>  | Regulations on Space Usage and Other Pertinent Provisions                |

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|                  | <p>activities.</p> <p>3. The Library reserves the right to cancel usage times if users do not cooperate with staff instructions.</p> |  |
| <b>Article 9</b> | <p>These Regulations shall be implemented after approval by the Library Committee. Amendments follow the same procedure.</p>         | <p>Procedures for Legislation and Amendments</p> |