

K 書中心使用須知

K-Book Center Rules and Regulations

第一條、禁止吸菸，攜帶違禁品、或穿著不適當之衣物與鞋者入館。

Article 1: Smoking, carrying prohibited items, or wearing inappropriate clothing and footwear are not allowed upon entry.

第二條、十二歲以下兒童須由成人全程陪同，方得入館使用。

Article 2: Children under the age of twelve must be accompanied by adults at all times.

第三條、禁止大聲喧嘩、使用電腦設備玩遊戲、觀看色情資料、從事違法或不適當之行為。

Article 3: Loud noises, playing games on computer equipment, viewing explicit contents, engaging in illegal or inappropriate behaviors are strictly prohibited.

第四條、討論區可以使用筆電與 3C 等產品，但是發出之音量或討論之聲響以不干擾他人為原則，並請遵守管理人員指示，無法遵守者將暫停其入館使用權利。

Article 4: Laptops and 3C products are allowed in discussion areas. Noise levels and discussions should not disturb other users. Please follow the instructions of the staff. Failure to comply may result in the suspension of entry rights.

第五條、讀書區請保持安靜，若要聽音樂請佩戴耳機勿影響他人。

Article 5: Please maintain a quiet environment in the reading area. Please use headphones if necessary.

第六條、館內空間請勿以任何東西佔位，空間未使用達 30 分鐘或於區內睡眠且區內無餘位時將由管理人員清理。

Article 6: Do not reserve spaces within the facility with personal belongings. Spaces that remain unused for 30 minutes or are occupied for sleeping without available seats will be cleared by the staff.

第七條、不當行為可能危害公序良俗者，得報請本校駐衛警處理，並暫停其入館權利。

Article 7: Inappropriate behaviors that may disrupt public orders or decency may be reported to the school's security office. Entry rights may be suspended.

第八條、請適當使用館內插座，並遵守管理人員指示，無法遵守者將暫停其入館使用權利。

Article 8: Please seek permission when using power outlets within the facility and follow the instructions of the staff. Failure to comply may result in the suspension of entry rights.

第九條、如遇停電或特殊狀況，入館者離開時需配合受檢。

Article 9: In the event of a power outage or special circumstances, users inside the facility should cooperate with inspections when leaving.

第十條、使用者離館時，請隨手關閉桌燈及設備電源，以節約能源。且應帶走私人物品，保持桌面淨空。為維護讀者公平使用權益，管理人員得不定時清除桌上書籍與物品。

Article 10: When leaving the facility, please remember to turn off desk lamps and equipment to conserve energy. Also, mind your personal belongings and keep the tabletops clear. To ensure fair use for all readers, the staff may periodically remove books and items from tables.

第十一條、為維持館內清潔，請勿攜帶外食或飲料進入館內。管理人員如發現違規情況，有權先行保管。為避免環境衛生問題及滋生蚊蟲，若未在管理員下班前領回，管理員將於收班時將食物廢棄處理。※飲用白開水不在此限

Article 11: To maintain cleanliness within the facility, please do not bring outside food or beverages inside. If any violations are observed, staff have the authority to temporarily hold the items. To prevent sanitation issues and pest infestation, any unclaimed food will be discarded by the end of the staff's shift.

※ Plain water is exempt from this rule.