

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： _____

Wenzao Library - Filming and Photography Application Form

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			
<p>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.</p> <p>Signature of Permittee:</p>			

