

澳門科技大學圖書館座位管理辦法

一、宗旨

澳門科技大學圖書館（以下簡稱本館）為營造良好的閱讀環境，提升空間利用效率，便利讀者公平使用本館的座位資源，制定本管理辦法。

二、座位使用方法

1. 圖書館開放期間，館內（包括 N 座圖書館和 I03 圖書館自習區）閱覽座位可供讀者使用，座位原則上“先到先得”。
2. 不得佔座或幫他人佔座。
3. 暫離座位以 30 分鐘為限。若暫離座位超過 30 分鐘，本館有權對佔座物品進行處理，並開放該座位供其他讀者使用。
4. 離開座位時請帶走所有個人物品。
5. 如遇佔座行為請與館員聯繫，勿擅自處理。
6. 圖書館為公共場所，言行舉止要文明得體，不得在館內吵鬧、喧嘩，以免影響其他讀者。
7. 請自覺愛護座位上的一切設施設備，如因不當使用造成損壞，須照價賠償。
8. 請保持座位衛生，離開座位時請帶走垃圾。

三、佔座處理方法

1. 佔座的定義：將個人物品遺留在座位無人看管超過 30 分鐘即為佔座。
2. 佔座的認定：如發現個人物品佔座，館員將於該座位上放置「佔座提醒紙」（寫明具體日期及時間），並拍照存證；30 分鐘後館員再次巡查時發現「佔座提醒紙」仍在座位上，又或「佔座提醒紙」被移走但座位上個人物品維持原狀，即視為佔座。
3. 一經認定為佔座，館員有權清理佔座物品，將其放入封口袋，零食及飲品另置，註明座位號後移至 N 座圖書館流通服務檯封存，並於座位上放置「佔座物品領取紙」，提示讀者領取佔座物品。
4. 讀者領取佔座物品：
 - 讀者須親身前往流通服務櫃檯取回佔座物品，須出示校園卡等身份證明文件並提供座位號、說明佔座物品特徵。
 - 館員核實姓名、學號、電話、座位號碼、物品特徵後，將物品交予讀者清點。
 - 讀者確認無誤後須簽署「聲明書」。
 - 讀者簽署「聲明書」後方可領回佔座物品。

5. 佔座記錄及違規處罰：

圖書館將對讀者個人佔座情況進行記錄，並根據佔座次數和情節進行處理。

- 第一次佔座：違規提醒。
- 第二次佔座：根據違規情況，依照「學生手冊」第 3.3.3、3.3.8、3.3.14 款通知大學學生事務處處理。
- 情節嚴重者，將上報大學學生紀律獎懲委員會處理。

四、其它注意事項

- 請妥善保管個人物品，並隨身攜帶貴重財物。如未妥善保管造成物品遺失，責任自負。
- 若收到佔座舉報，館員仍將按照巡館程序，先放置「提醒佔座紙」，確認逾 30 分鐘後方進行清理佔座流程。
- 圖書館已盡告知義務，無論讀者是否簽署「聲明書」，都應自覺遵守圖書館相關規則。
- 佔座或其它遺留在圖書館的物品清理後集中置於圖書館一樓流通服務櫃檯，讀者須憑校園卡或其它身份證明文件認領。於流通服務檯封存之個人物品，三個月後若仍無人認領，將被視為棄置物品處理；食物、飲品隔日即視為棄置物品處理。
- 本辦法未盡之事宜，按「澳門科技大學圖書館規則」以及「澳門科技大學讀者須知」辦理。

五、查詢

1. 電話：(+853) 8897 2086
2. 電郵：library_cir@must.edu.mo

本館保留對上述規則解釋之權力

澳門科技大學圖書館

修訂：2021 年 12 月 09 日

Guideline for Reading Seats Management at Macau University of Science and Technology Library

A. Purpose

In order to develop a good reading environment, especially for fair and effective use of reading seats, Macau University of Science and Technology Library (abbr. MUST Library) formulated this Regulation for Reading Seats Management as below:

B. How to use the reading seats

1. During the opening period the reading seats in the library (including Block N Library and I03 Library study area) are available for all users, by following the principle of ***first-come, first-served***.
2. It's NOT allowed to improperly occupy (see C.1) any seat either for oneself or for someone else.
3. The user can temporarily leave the seat and should be back within 30 minutes. After 30 minutes recorded, MUST Library has the right to deal with the unattended personal belonging(s) and release the seat to other users.
4. Please take all the belongings with you when stop using and leave the seat.
5. Please contact the library staff when you encounter the behavior of Improper Occupancy, please do not handle it by yourself without authorization.
6. Library is a public place, please be decent and do not make noise or disturb others.
7. Please take good care for all the library facilities and equipment. The user shall be liable for compensation if damage is caused by improper use.
8. Please keep the seat clean, and take away the trash when leaving the seat.

C. Improper Occupancy

1. Improper Occupancy of a seat is to occupy a seat by leaving unattended personal belonging(s) (UPB).
2. When library staff finds the seat is occupied with unattended personal belongings, an "**Improper Occupancy Reminder**" with a specific date and time will be attached to the seat while photos will be taken for evidence. It will be considered as an Improper Occupancy if the reminder or and the unattended personal belongings are found without any change when it is 30 minutes later.
3. Once it is deemed as an Improper Occupancy, the library staff have the right to clean up the unattended items into a sealed bag with the seat number and transfer to the Circulation Services Counter at MUST Library in Block N, leaving a note of "Claiming of the unattended items of **Improper Occupancy**" attached to the seat to inform the user to fetch his/her unattended items.
4. Retrieval of the unattended items
 - a. Please go to Circulation Services Counter at MUST Library in Block N to retrieve the unattended items, providing your campus card or other identification documents, the seat number, and describing your unattended belongings.

- b. Library Staff will check the user name, campus card number, telephone number, seat number and/or other related information.
- c. The user should carefully check his/her unattended belongings, and signed the “Declaration Statement” after confirmation.
- d. After the user signs the “Declaration Statement”, he/she can take back his/her unattended belongings.

5. Improper Occupancy records and punishment

The library will keep the improper occupancies records, and will take corresponding penalties according to the times and severity.

- a. First Time: the Improper Occupant will receive a courtesy reminder.
- b. Second Time: The library will informed the Student Affairs Office about the Improper Occupancy record according to the Articles 3.3.3, 3.3.8 & 3.3.14 in the MUST Student Handbook.
- c. The record will be submitted to the MUST Student Discipline and Awards Committee according to the severity.

D. Others

- 1. Please take good care of your personal belongings and carry your valuables with you. If not, the user is responsible for his/her personal loss it may cause.
- 2. When receiving a report of improper occupancy, the library staff will follow the procedure, attach the "**Improper Occupancy Reminder**" on the seat first, and then remove the unattended items and release the seat after 30 minutes.
- 3. The user should follow the library regulations and guidelines, whether the user sign the “Declaration Statement” or not.
- 4. The library will keep the unattended items in sealed bags at the Circulation Services Counter for three months. If the items are still unclaimed after three months, they will be discarded as abandons. Foods and drinks will be discarded on the next day if unclaimed.
- 5. Matters not covered by this guideline shall be handled in accordance with "MUST Library Regulations" and "MUST Library Guides".

E. Contacts

- 1. Tel: (+853) 8897 2086
- 2. E-mail: library_cir@must.edu.mo

MUST Library

9th Dec., 2021

* In case of any additional terms and conditions, MUST library reserves the final interpretation *

附件 Attached Files :

1. 佔座提醒紙 Improper Occupancy Reminder

<p>同學您好：</p> <p>圖書館為公眾場所，請您注意保管個人財物，並隨身攜帶貴重財物，並請勿佔座以免影響其他讀者公平使用圖書館資源。</p> <p>祝 您學習進步！</p> <p>日期：</p> <p>時間：</p> <p>澳科大圖書館</p>	<p>Dear student,</p> <p>The library is a public place. Please take care of your personal belongings and carry your valuables with you. Please do not improperly occupy a seat so as not to disturb other users' fair use of library resources. Have a good day!</p> <p>Date:</p> <p>Time:</p> <p>MUST Library</p>
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2. 佔座物品領取紙 Claim Note

<p>同學您好：</p> <p>館員發現您的物品長時間放置在座位上且無人看管超過 30 分鐘。為公平保障其他讀者的權利，<u>物品已被收到流通服務檯（N 座一樓），請記下座位號碼並攜帶有效的身份證明文件進行認領，謝謝！</u></p> <p>日期：</p> <p>時間：</p> <p>澳科大圖書館</p>	<p>Dear student,</p> <p>Library staff found that your items were left unattended in the seat for more than 30 minutes. In order to protect the rights of other users, the items have been kept in the Circulation Services Counter (1st Floor, Block N), please provide <u>the seat number</u> and bring valid identification for claim, thank you!</p> <p>Date:</p> <p>Time:</p> <p>MUST Library</p>
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3. 聲明書 Declaration Statement

聲明書

- ☐ 本人遺留在座位上的物品現已悉數取回，且無遺失、損壞之情形。
- ☐ 本人知悉並同意，圖書館為公共空間，讀者應保管好個人財物，並自行承擔因遺留物品可能造成的損失。本人充分瞭解佔座行為違背公平原則並會造成其他讀者的困擾。
- ☐ 我將遵守圖書館相關規則，以維護圖書館公共資源得到公平、合理之使用。

特此聲明。

姓名（簽名）：_____

學號：_____

日期：_____

Declaration Statement

☐ I declare that all my personal belongings left unattended in the library have been retrieved without any loss or damaged.

☐ I understand and agree that the library is a public space and that all users should take good care of their personal belongings and be responsible for any possible loss or damage due to leaving behind the belongings unattended.

I fully understand that it is against the principle of fairness to occupy the seat without using it, which may cause trouble to other patrons.

☐ I, the undersigned, hereby certify that I will abide by the Library Regulation to ensure fair and reasonable use of the library's public resources.

Name (Signature): _____

Campus Card No: _____

Date: _____