

# 元智大學資訊工程學系 儀器設備借用及管理辦法

104.01.27 103 學年度第 6 次系務會議制定

**第一條**、為加強本系儀器設備之管理、提升使用效益，並維護正常運作，特訂定本辦法。

**第二條**、本系儀器設備之借用對象限校內教、職員及本系學生，借用儀器設備之使用地點限於校內使用。

**第三條**、儀器設備之使用應以教學、研究或公務為主，不得挪為私人用途。借用前需至系辦填寫「元智大學資訊工程學系 儀器設備借用登記表」(以下簡稱登記表)，並經系辦職員或值班工讀生確認後，始得借出。

**第四條**、借用儀器設備需於登記表上註明預計歸還時間，借用期限最長為從登記借用日期起算一個月；逾期未歸還，且無法取得特殊狀況相關證明者，每逾期一日，則停止其借用權兩個禮拜，依此累計。

**第五條**、未經借用申請手續，而攜出儀器設備者，視情節輕重予以警告，並停止借用權一個月。

**第六條**、教學儀器設備應依規定程序操作使用，並善加維護保管，倘因不當使用致器材損壞，借用人應自費修復；若無法修復或遺失時，需照價賠償，前述之修復或賠償，應自歸還日起一個月內完成。

**第七條**、儀器設備若發生故障應立即回報系辦職員，不得擅自拆卸修理。

**第八條**、本辦法經系務會議通過後實施，修正時亦同。

**Yuan Ze University, Department of Computer Science and Engineering**  
**Regulations for the Borrowing and Management of Instruments and Equipment**  
**Established at the 6th Department Affairs Meeting of Academic Year 2014 on January 27, 2015**

1. To strengthen the management of departmental instruments and equipment, enhance their usage efficiency, and ensure proper operation, these regulations are hereby established.
2. Borrowing of instruments and equipment is limited to faculty, staff, and students of the department, and their use is restricted to on-campus locations only.
3. The use of instruments and equipment shall be primarily for teaching, research, or official business, and shall not be diverted for personal use. Prior to borrowing, the borrower must complete the *“Department of Computer Science and Engineering Instrument and Equipment Borrowing Registration Form”* (hereinafter referred to as the “registration form”) at the department office, and the request must be confirmed by departmental staff or the on-duty student assistant before the equipment can be borrowed.
4. The expected return date must be specified on the registration form. The maximum borrowing period is one month from the date of registration. If the equipment is not returned by the due date and no valid special circumstance documentation is provided, borrowing privileges will be suspended for two weeks for each day overdue, calculated cumulatively.
5. Anyone found removing instruments or equipment without completing the borrowing procedures shall be subject to a warning, and their borrowing privileges will be suspended for one month, depending on the severity of the case.
6. Teaching instruments and equipment shall be operated according to the prescribed procedures and properly maintained. If damage occurs due to improper use, the borrower shall bear the repair costs. If repair is not possible or the equipment is lost, compensation at full value is required. The repair or compensation must be completed within one month from the date of return.
7. In the event of equipment malfunction, it must be reported immediately to the departmental staff. Unauthorized disassembly or repair is strictly prohibited.
8. These regulations shall be implemented after approval by the Department Affairs Meeting. The same procedure applies to future amendments.