

## 圖書館場景拍攝線上申請步驟

### Online Application Steps for Library Filming

一、開放教職員及學生申請，申請步驟如下：

二、教職員申請：

1. 教職員資訊系統》應用系統專區》電子簽核管理系統(流程引擎)

CYUT Information System》Business Process Management

The screenshot shows the main menu of the CYUT Information System. It is organized into several groups:

- 導師資訊專區**: 學生請假資訊系統, 學生綜合資訊系統, 成績管理系統, 缺曠課管理系統, 獎懲系統.
- 授課教師專區**: 課程資訊, 停修課系統, 缺曠課管理系統, 成績管理系統, 普通教室預約系統.
- 教學品保專區**: 課程資訊, 教學評量系統, 課後輔導系統.
- 應用系統專區**: 公文線上簽核系統, 差勤系統, 總務會計系統, **電子簽核管理系統(流程引擎)**, 徵才訊息刊登.
- 個人資料專區**: 薪資系統, 其他系統, 人事管理系統, 增額提撥退撫儲金系統.
- 畢業生專區**: 畢業生資訊系統.
- 新生專區**: 新生註冊系統.
- 課務資訊專區**: 課程資訊, 選課資訊系統.

A red box highlights the "電子簽核管理系統(流程引擎)" option under the "應用系統專區".

2. 左側 MENU》申請區》讀服組》圖書館場景拍攝申請表  
MENU》Apply

The screenshot shows the "Apply" section of the CYUT Information System. The left sidebar has a red box around the "申請區" (Application Area) option. The main content area shows a search interface for processes:

- 流程名稱: (Process Name:)
- 查詢 (Search) button
- Result list:
  - 我的最愛 (My Favorites): 圖書資訊處, 資訊應用組 (Information Application Group), 讀服組 (Reading Service Group). The "圖書館場景拍攝申請表" item is highlighted with a red box.
  - 讀服組 (Reading Service Group): 圖書資訊諮詢委員推薦回覆單, 教師長期借閱多媒體資料, 兼任教師短期展延借閱權限申請書. The "圖書館場景拍攝申請表" item is highlighted with a red box.

### 三、學生申請：

#### 1. 學生資訊系統》其他》電子簽核流程

Student Information System》Business Process Management

The screenshot shows the 'Business Process Management' section of the Student Information System. At the top, there is a navigation bar with '學生資訊系統功能清單' (Student Information System Function List), 'Language' dropdown, and a greeting '您好' (Hello). Below the navigation bar is a grid of icons representing various systems. A red box highlights the '其他' (Others) category, which contains several icons. Another red box highlights the '電子簽核流程' (Electronic Signature Process) icon, which is represented by a document with a signature and a red border.

#### 2. 左側 MENU》申請區》讀服組》圖書館場景拍攝申請表 MENU》Apply

The screenshot shows the left-side menu of the system. The '申請區' (Application Area) is selected and highlighted with a red box. Under '申請區', the '讀服組' (Reading Service Group) is expanded, showing three application forms: '圖書館場景拍攝申請表-學生' (Library Scene Shooting Application Form - Student), '準研究生(五年一貫生)臨時借閱申請' (Temporary Borrowing Application for Graduate Students (Five-Year一贯)), and '研究所休學生\_電子資源使用申請表' (Application Form for Electronic Resource Use by Research Institute Students). The '圖書館場景拍攝申請表-學生' form is also highlighted with a red box.

四、詳閱申請注意事項及場景拍攝各樓層規範事項後，填寫拍攝申請相關內容即可送出申請。

After carefully reviewing the application guidelines and filming regulations for each floor, fill out the required filming details and submit your application.

The screenshot shows a web-based application for library filming requests. On the left is a dark sidebar menu with options like '我的首頁(潮陽)', '申請區', '進階查詢區', '系統管理區', and '用戶端使用手冊'. The main content area has a title '圖書館場景拍攝申請表(Library Filming Application Form)' and a blue header bar labeled '申請注意事項 Application Guideline'. Below it is a list of rules in Chinese and English. Another blue header bar below is labeled '申請資訊 Application Information', with fields for '申請日期 Application Date' and '預定拍攝日期 Scheduled Filming Date', '姓名 Name', and '系所/單位 Department/Unit'. Top right of the main window shows '待辦事項 0', a lock icon, and '登出'.

圖書館場景拍攝申請表(Library Filming Application Form)

申請注意事項 Application Guideline

一、申請前已詳閱本處「場景拍攝各樓層規範事項」並同意遵守各項規定。  
二、請於拍攝期間保持安寧，以免影響本校師生寧靜的閱讀環境。  
三、拍攝期間請維持周遭環境的清潔與整齊，請勿隨意移動圖書館內之桌椅及書架。  
四、若有特殊需求，請事先於下表中說明，若拍攝現場與申請事項不符，規勸不聽，本處有權要求立即停止拍攝，並將影響下次申請之評估。  
1.The applicant has thoroughly reviewed and agrees to comply with the "Filming Regulations for All Floors" prior to submitting the application.  
2.Please maintain a quiet environment during the filming period to avoid disturbing the peaceful reading atmosphere for students and staff.  
3.Keep the surrounding area clean and organized during filming. Do not move the library's furniture or bookshelves without permission.  
4.If there are any special requirements, please specify them in the form below. If the filming activities do not align with the approved application and warnings are ignored, the library reserves the right to demand an immediate halt to filming, which will affect the evaluation of future applications.

申請資訊 Application Information

申請日期 Application Date 預定拍攝日期 Scheduled Filming Date

姓名 Name 系所/單位 Department/Unit