

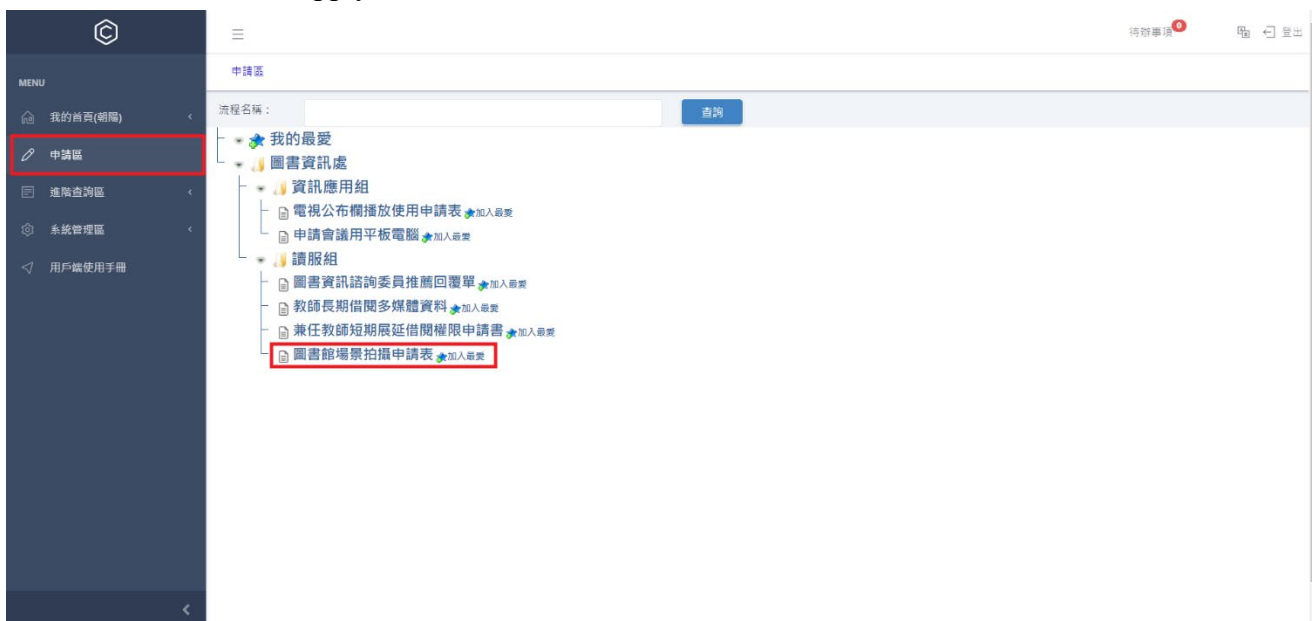
圖書館場景拍攝線上申請步驟 Online Application Steps for Library Filming

一、線上申請目前僅提供**教職員**申請，學生請利用紙本拍攝申請表進行申請。
Online applications are currently available only for faculty and staff. Students must use the paper-based filming application form.

二、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



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



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 application interface for a library. On the left is a dark sidebar menu with options: 'MENU', '我的首頁(朝陽)', '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 is titled '圖書館場景拍攝申請表(Library Filming Application Form)'. It features a blue header for '申請注意事項 Application Guideline' and another for '申請資訊 Application Information'. The guidelines section contains four numbered points in Chinese and English. The information section includes fields for '申請日期 Application Date' (filled with '2024年10月18日'), '預定拍攝日期 Scheduled Filming Date' (empty), '姓名 Name' (filled with '謝伶宜'), and '系所/單位 Department/Unit' (filled with '讀者服務組'). A '關閉視窗' button is at the top left of the form area.

關閉視窗

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
2024年10月18日	<input type="text"/>
姓名 Name	系所/單位 Department/Unit
謝伶宜	讀者服務組