林口康橋國際高級中學
中學部圖書館課後自主學習實施辦法
Linkou Kang Chiao International School
Regulations of After School Self-learning at the Library of the Middle School

一、目的 Purpose

為培養學生自主學習的能力與適性發展，使學生能善用圖書館資源及空間設施，以落實總綱「自發」、「互動」、「共好」之核心理念，特訂定此辦法。

The purpose of this regulation is to promote students' autonomy, satisfy their learning needs, and make sure students can make good use of library resources and space facilities in hope that the core ideas of the 12-year Basic Education are fulfilled.

二、對象：已申請課後多元暨自主學習課程學生。

Target: Students who have applied for after-school self-learning courses.

三、使用需求 Purpose of Use：

1. 小組討論或專題研究所需。
   Group discussion or research projects
2. 使用圖書館資源或設備進行學習。
   Using library resources or equipment for learning
3. 線上互動課程。
   Online interactive learning
4. 高中自主學習：需檢附教務處升學組輔導的自主學習計劃書。
   Self-learning: Study plans required (SP students only)

四、開放時段：學期中週一至週四第 9 節。

Time: Period 9 and 10, every Monday to Thursday

五、申請方式：紙本申請，請至 7 樓圖書館領取申請表。

How to Apply: please go to the library (7F) to obtain the application form.

六、申請流程 Application Process：

1. 應於需求日前 3 天完成申請之簽核流程。
   Students should complete application procedure 3 days before use.
2. 依需求填寫使用事由與起迄時間，並依事由取得授課教師(升學教師)、教務處(國際處)同意，方可完成申請。高中自主學習可依計劃書核定的時間為主，並需經教務處升學教師簽核。
   Fill in the purpose of use and the start and end time according to your needs, and then obtain consent from instructors (academic counseling teachers) and DAA/IPD before submitting.
3. 學生於申請時段到館使用，並且需依使用需求接受空間座位之安排。
   Students come to the library at the time period they applied for and they should follow the seating arrangement made by librarians.
4. 若當日申請人數達空間使用人數上限，圖書館得依申請時間與事由，核可當日到館使用之權利。
   If the number of applicants on a particular day reaches the maximum room capacity, the library reserves the right to reject any applications according to the needs of applicants.
5. **若有臨時使用需求，應述明原由經授課教師簽核**，申請臨時到館使用。

If there is a need for temporary use, the reason should be stated and applicants should seek approval from their teachers before use.

領表申請(二天前完成申請)	→	當節課至原課後教室報到	→	圖書館報到
・填寫申請單 ・經師長簽核		・原課後課程教師簽核		・持已簽核申請表至圖書館報到
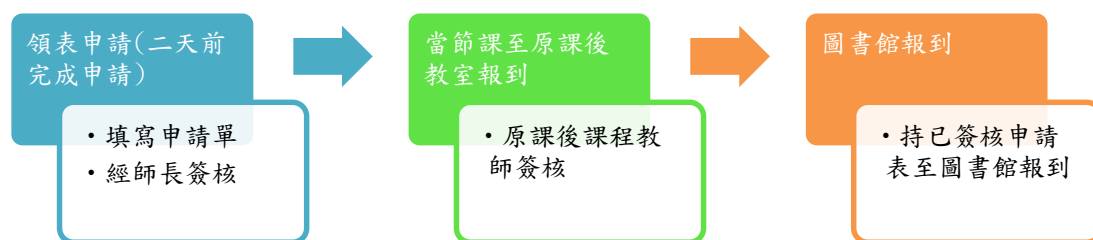
七、空間規劃 Spaces

使用需求 Purpose of Use	場地 Room	容納上限 Maximum Capacity	備註 Note
小組討論/專題研究 Group Discussion	閱讀區/討論室 Reading Area /Discussion Room	17 組 17groups	以組為單位,一組以2~8人為限。 2-8 people per group
自主學習 Using library resources	閱讀區 Quiet Reading Area	12 人 12 people	限閱讀館藏。 Read book collections only
使用電腦設備 Using computer equipment	數位學習區 Digital Learning Area	12 人 6 people	限進行線上課程 Online courses only
特殊需求 Other purposes	會議室 Meeting Room	8 人 8 people	依學習需求申請 Applied based on learning needs

八、自主學習資源 Self-learning Resources
1. 實體館藏:中、外文圖書、期刊及視聽影片。
   Physical collections: Chinese and foreign-language books, periodicals and audiovisual films.
2. 數位資源:電子書、電子期刊、電子資料庫、線上公視影音資料庫、全文報紙資料庫…等。
   Digital resources: e-books, e-journals, e-databases, online public videos and audio data bases, full-text newspaper data bases, etc.
3. 圖書館使用諮詢:指導使用圖書館資源、電子資料庫檢索技巧、資料搜尋技巧及專題研究方法…等。
   Consultation service: Introduction to library facilities and services, search tips for E-database or print resources, research consultation, etc.

九、使用規範 Library Rules
1. 依鐘聲準時入館使用,不可遲到、早退或擅自離開圖書館。
   Enter the library on time according to the school's timetable, and do not arrive late, leave early, or leave the library without permission.
2. 遵守自主學習課(含電腦使用)規範及圖書館相關規定。
   Follow the rules of self-learning classes (including computer use) and other relevant rules set by the library.
3. 經查與申請需求不符,得立即取消使用資格,並通知回原課後教室。
   If the applicant is found ineligible to use the library, they will be sent back to their classes immediately.
4. 圖書館老師得視當日情況調整適當座位,若因超過座位使用上限,得取消使用資格一次,並通知回原課後教室。
   Library teachers approve the applications based on the capacity of the day. If

reaching the maximum capacity, the applicants will be notified and have to return to original classrooms.

5. 違反以上相關規範，累計達 2 次，將取消該學期申請資格。
    Violation of the above-mentioned regulations twice or above will result in disqualification for the rest of the semester.

林口康橋國際學校中學部圖書館課後自主學習申請表
Linkou Kang Chiao International School
High School Library After School Self-Learning Application Form

填表日期 Date： 年 月 日(YY/MM/DD)

班級Class		學號 Student ID		姓名 Name	
空間使用日期 Date of Use	※申請時段無課後課程者不得申請 月MM 日DD ~ 月MM 日DD				
申請時段 Time period	第9節 P9 16:45~18:05	□一 Mon □二 Tue □三 Wed □四 Thu			

<table>
<tr>
<td rowspan="2">使用目的
Purpose</td>
<td colspan="2">※限勾選一項 Check only one
□ 小組課堂作業、報告 For group discussion or special research
□ 比賽準備(例如：小論文、專題比賽…) For competition preparation
□ 自主學習(<u>述明自主學習計劃</u>) Self-learning
□ 線上互動課程 Online interactive learning(需使用耳麥)
□ 其他 Others _____</td>
</tr>
</table>

課程/主題名稱 Course name/topic		小組成員 Team Members (班級Class/姓名Name)
學習內容規劃 Study plan	進行方式 How it goes： (學習、報告、比賽…)結束日期 Closing date： 臨時(<u>2天內必填</u>)申請事由 Reasons for temporary use：	使用空間Room □討論室(區) □數位學習區 □其他_____

簽核 Signature

教師(任課/升學)Teacher	教務處教學組長(雙語班)DAA 國際處教學組長(留學班)IPD	圖書館 Library

使用規範Library Rules

1. 依鐘聲準時入館使用，不可遲到、早退或擅自離開圖書館。Enter the library on time according to the school's timetable, and do not arrive late, leave early, or leave the library without permission.
2. 遵守自主學習課（含電腦使用）規範及圖書館相關規定(含禁止攜帶食物入館)。 Follow the rules of self-learning classes (including computer use) and other relevant rules set by the library.(No Food or Drinks)
3. 經查與申請需求不符(含小組成員缺席)，得立即取消使用資格，並通知回原課後教室。 If the applicant is found ineligible to use the library, they will be sent back to their classes immediately.
4. 圖書館老師得視當日情況調整適當座位，若因超過座位使用上限，得取消使用資格一次，並通知回原課後教室。 Library teachers approve the applications based on the capacity of the day. If reaching the maximum capacity, the applicants will be notified and have to return to original classrooms.
5. 違反以上相關規範，**累計達2次**，取消該學期申請資格。 Violation of the above-mentioned regulations twice or above will result in disqualification for the rest of the semester.

我已詳閱以上說明，並願意遵守使用規範 學生簽名：_____