

明志科技大學
Ming Chi University of
Technology

規章編號
Document No.:
A271020008

重大活動影像資料蒐集作業要點
Guidelines for the Collection of Visual
Data from Major Events

制定部門：圖書資訊處
Established by: Office of Library and Information Services

中華民國 113 年 9 月 24 日 修訂
Amended on September 24, 2024

修訂記錄：

Revision History:

97.06.17 行政會議制定

Established by the University Administrative Meeting on 2008.06.17

98.02.10 行政會議修訂

Amended by the University Administrative Meeting on 2009.02.10

102.02.19 行政會議修訂

Amended by the University Administrative Meeting on 2013.02.19

103.02.27 校長核定(配合 103.01.15 教育部核定組織規程技合處改名研發處統一簽核)

Approved by the president on 2014.02.27 (according to the name change of the Office of Technological Cooperation into the Office of Research and Development in the articles of organization approved by the Ministry of Education on 2014.01.15)

105.06.21 行政會議修訂

Amended by the University Administrative Meeting on 2016.06.21

108.03.19 行政會議修訂

Amended by the University Administrative Meeting on 2019.03.19

111.03.08 行政會議修訂

Amended by the University Administrative Meeting on 2022.03.08

113.09.24 行政會議修訂

Amended by the University Administrative Meeting on 2024.09.24

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第一條 目的

Article 1 Purpose

本校為典藏重大活動影像資料，以充實校史紀錄，訂定「重大活動影像資料蒐集作業要點」（以下簡稱本要點）。

To preserve visual data from major events and enrich the university's historical records, our university has established the "Guidelines for the Collection of Visual Data from Major Events" (hereinafter referred to as "these Guidelines").

第二條 重大活動項目

Article Major Event Items

重大活動項目詳如表號：A271020108 表格所列各項活動。

The major event items are detailed in the activities listed in Form No. A271020108.

第三條 資料蒐集作業程序

Article 3 Data Collection Procedures

- 一、活動影像資料由主辦單位自行拍照或攝影，影像檔案內容需無涉及侵犯智慧財產權。

Event visual data should be photographed or recorded by the organizing unit, and the content of the visual files must not involve any infringement of intellectual property rights.

- 二、活動結束後二週內，主辦單位必須將活動影像錄製成光碟或上傳至圖書館所提供之雲端空間。填寫重大活動影像資料收藏登

記表（表號：A271020208）並同時註明活動日期、地點、主題，送至圖書館彙整及典藏、上傳具有代表性照片到本校官方圖像資料庫平台內建檔。

Within two weeks after the event, the organizing unit must either create a DVD of the event's visual data or upload it to the cloud storage provided by the library. The "Major Event Visual Data Collection Registration Form" (Form No. A271020208) should be completed, specifying the event date, location, and theme, and submitted to the library for compilation and archiving. Additionally, representative photos should be uploaded to the university's official image database platform for record-keeping.

第四條 借用作業程序

Article 4 Borrowing Procedures

其他單位借用光碟請填妥重大活動影像資料借用登記表（表號：A271020308）並需於智慧財產權合理範圍下使用。

Other units borrowing the DVD should complete the "Major Event Visual Data Borrowing Registration Form" (Form No. A271020308) and use the content within the reasonable scope of intellectual property rights.

第五條 實施與修訂

Article 5 Implementation and Revisions

本要點經行政會議通過，陳請校長核定後公佈實施，修訂時亦同。

These Guidelines shall be implemented upon approval by the president after being passed by the Administrative Council. The same procedure applies to any revisions.

明志科大重要活動項目及分類

Important Event Items and Categories of Ming Chi University of Technology

序號 NO.	項目 Project	負責單位 Responsible Units
1	董事長等貴賓參加學校重要活動 Chairperson and other distinguished guests participate in important school events.	各主辦單位 Organizing Units
2	校園新建及擴建工程開工、啟用 Campus New Construction and Expansion Projects Groundbreaking, Opening Ceremony	總務處 Office of General Affairs
3	畢業典禮 Graduation Ceremony	學務處 Office of Student Affairs
4	教師節餐會 Teachers' Day Banquet	學務處 Office of Student Affairs
5	校友大會 Alumni Meeting	學務處 Office of Student Affairs
6	校長交接 Presidential Handover	校長室 Office of the President
7	學校獲頒獎項 School Awards	各主辦單位 Respective Organizing Units
8	特殊研究成果或技轉發表會 Special Research Outcomes or Technology Transfer Presentations	各主辦單位 Respective Organizing Units
9	學校召開記者會 School Press Conferences	各主辦單位 Respective Organizing Units
10	校際重點領域合作交流合約簽訂 Intercollegiate Key Area Cooperation and Exchange Agreement Signing	各締約單位 Respective Contracting Units
11	主管機關評鑑、訪視、認證、自評 Evaluation, Inspection, Certification, and Self-assessment by Supervisory Authorities	各受評單位 Respective Evaluated Units
12	台塑企運會、校運會及其他體育競賽 Formosa Plastics Corporation Sports Games, School Sports Games, and Other Sports Competitions	體育室 Office of Physical Education
13	校慶活動 School Anniversary Events	學務處 Office of Student Affairs

序號 NO.	項目 Project	負責單位 Responsible Units
14	校內舉辦之各項學術研討會(台塑企業應用技術研討會、FORMOSA 產業個案研討會…，等) Various Academic Seminars Held on Campus (e.g., Formosa Plastics Enterprise Applied Technology Symposium, FORMOSA Industry Case Symposium, etc.)	各主辦單位 Respective Organizing Units
15	國際學術研討會 International Academic Conferences	各主辦單位 Respective Organizing Units
16	重要外賓參訪 Important Foreign Guests Visits	各邀訪單位 Respective Inviting Units
17	其他全校性重要活動 Other Major University-wide Events	各主辦單位 Respective Organizing Units

附註：上網建檔所需關鍵字及類別請參考官方圖像資料庫平台說明

Note: Please refer to the official image database platform instructions for the keywords and categories required for online archiving.

表號：A271020108

Form No.: A271020108

第一聯：圖書館存查 First Copy: For Library Record

編號(Serial No. : _____)

重大活動影像資料收藏登記表

Major Event Visual Data Collection Registration Form

*粗框內由主辦單位填寫 To be filled out by the organizing unit within the bolded box

主辦單位 Organizing Units		活動日期 Event Date	年 月 日 Date :
活動負責人 Event Coordinator		連絡電話 Contact Phone	
活動名稱 Event Name			
影像內容 Visual Content	<input type="checkbox"/> 已上傳至圖書館雲端空間 Uploaded to the library's cloud storage. <input type="checkbox"/> 光碟影像檔 DVD Photo and Image Files 共 Total _____ 件 Items	備註 Remarks	
單位主管 Unit Supervisor		承辦人 Coordinator	
接收日期 Date Received	年 月 日 Date :	文物編號 Artifact Number	
備註 Remarks			

第二聯：主辦單位存查單 Second Copy: For Organizing Unit Record 編號(Serial No. : _____)

活動名稱 Event Name			
移交日期 Transfer Date	影像內容 Visual Content	<input type="checkbox"/> 已上傳至圖書館雲端空間 Uploaded to the library's cloud storage. <input type="checkbox"/> 光碟影像檔 DVD Photo and Image Files 共 Total _____ 件 Items	
圖書館承辦人 Library Coordinator	備註 Remarks		

表號：A271020208

Form No.: A271020208

