

Red text = explanation;

Blue text = example.

Campus Website and Social Media Self-Inspection Form

Month: 08

1. Basic Information of the Website

Name	Chinese	圖書資訊處	English	Office of Library and Information Services
URL	Chinese	https://lis.mcut.edu.tw/?Lang=zh-tw	English	https://lis.mcut.edu.tw/?Lang=en
Category	☒ Administrative unit	☐ Academic unit	☐ Research unit	☐ Specialized section
Language	☒ Bilingual (Chinese and English)		☐ Chinese or English version only (expected date of correction: _____)	
Website platform	☒ Campus webpage management platform (in principle, this platform is required for the University's websites)		☐ Self-constructed and responsive web design (special cases must be approved by the President)	
Page view	Log in to Google Analytics with your unit's Google work account to obtain the number of page views. The statistical period runs from the first day to the last day of the previous month. 2026 / 07 / 01 ~ 2026 / 07 / 31 Number of page view: 64,192			
Page Title	Chinese	Copy the value from the "Title" field of the RPage backend (Basic Information Setting → SEO); the Chinese and the English version are filled in separately. It is written into the page's <title>; if it is left blank the system uses the site name instead. 明志科技大學圖書資訊處 借書服務・圖書館・電算中心	English	Same example and explanation as the Chinese column Office of Library and Information Services, Ming Chi University of Technology Circulation, Library, Computer Center
Page Keywords	Chinese	Copy the value from the "Keyword" field of the same tab, separated by half-width commas; it is written into meta keywords. Do not leave the system's placeholder text "keywords ,seperated with (,)". 明志,明志科大,明志科技大學,圖書館,網頁教育訓練,社群媒體教育訓練,lis	English	Same example and explanation as the Chinese column Ming Chi, Ming Chi University of Technology, MCUT, Library, Web Training, Social Media Training, LIS
Page Description	Chinese	Copy the value from the "Description" field of the same tab; state in one or two sentences what this site offers and for whom. It is	English	Same example and explanation as the Chinese column Responsible for campus information system development,

		written into meta description. Do not leave the system's placeholder text "Brief description". 負責校務系統開發、資安管理、圖書館服務與網頁社群經營，打造數位智慧校園。		information security management, library services, and web/social media operations, building a smart digital campus.
Website supervision meeting	☒ Should be convened. Date of the most recent meeting: 23/06/2026 (dd/mm/yyyy)		☐ Not necessary	
Website management	Access rights operator	Please report every operator who holds a webpage management account of your unit. (If an account holder is no longer responsible for webpage management, please apply to revoke the permission; the Office of Library and Information Services also checks periodically and removes accounts that have long been unused.) Example: ○○○ (Name)		
Social media management	Unit's contact person	Please report the operators who run your unit's FB, IG and YouTube (YT). Example: ○○○ (Name)		
	Platform operation status	FB	☒ Yes (Title: 明志科技大學圖書資訊處 Library, URL: https://www.facebook.com/MCUTLIS) / ☐ No	
		IG	☒ Yes (Title: 明志科技大學圖書資訊處 Library, URL: https://www.instagram.com/mcut_lis) / ☐ No	
		YT	☒ Yes (Title: 明志科技大學-圖書資訊處, URL: https://www.youtube.com/channel/UC7IHlc0ygC3iV27BJHB8CSg) / ☐ No	
MCUT's official social media (campus-wide)	Unit's contact person	Please report your unit's contact person for MCUT's official social media (a shared work account is also acceptable). Example: ○○○, ○○○ (Names)		
	Account link of the unit's contact person	Please report the account link of your unit's contact person for MCUT's official social media (a shared work account is also acceptable), so that the contact can be added to the official accounts. Example: Already provided, and the contact has been added to the management interface of MCUT'		

s official social media.

2. Items for Regular Website Inspection

(1) Website Content Creation Standards

Order	Inspection item	Check the box to respond (please indicate reason/expected date of correction if the box “not complied” is checked)
1	The content of the website complies with the Ministry of Education's “Guidelines for the Management of Taiwan Academic Network”.	☒ Complied ☐ Not Complied
2	The content of the website has been properly protected and complies with the University's policy on the protection of personal information. In case of disclosure of personal information, consent must be obtained from the individuals concerned before use.	☒ Complied ☐ Not Complied
3	The content of the website complies with the Copyright Act. Should the website need to use other people's writings, it can only be used with the consent of the individuals concerned, with the aim of protecting intellectual property rights.	☒ Complied ☐ Not Complied
4	The content of the website does not contain any hostile, obscene, offensive, or defamatory material.	☒ Complied ☐ Not Complied
5	The content of the website remains administratively neutral and does not contain information related to the propaganda of political parties.	☒ Complied ☐ Not Complied
6	The graphics and text on the website are displayed properly, with correct information, and are regularly reviewed or updated to maintain timeliness and accuracy.	☒ Complied ☐ Not Complied
7	All hyperlinks on the website can be linked normally and all e-mails can be received normally.	☒ Complied ☐ Not Complied
8	The fonts used on the website are Microsoft JhengHei (other kinds of fonts may be used for documents and images).	☒ Complied ☐ Not Complied

9	The non-editable documents available for download from the website are in PDF file format.	☒ Complied ☐ Not Complied
10	ODF file format is supported for downloadable documents. ODF file format must be included; other formats may be provided.	☒ Complied ☐ Not Complied
11	The files provided by the website have been scanned for viruses.	☒ Complied ☐ Not Complied
12	The essential content that must be provided by the website has been properly constructed. → Please refer to section 3 of this form	☒ Complied ☐ Not Complied

(2) Statistics of News in English and Chinese (from the first day of the previous month to the last day of the month)

Filling instructions: one entry is enough for the same topic. Press releases / e-Newsletters / media coverage are counted by the date of publication on the MCUT homepage; awards and achievements are counted by the date approved at the departmental meeting and may cover awards received by teachers or by the unit; other information is counted by the date of publication on the social media platform (for example TW Makers or other platforms).

Articles and links may be filled in column by column (see Example 1) or combined in one cell (see Example 2). Please add the hyperlink directly to the article title.

Category	No. of posts	Article Topics	Unit's Website (with links)	MCUT homepage (with links)	Unit's FB (with links)	Unit's IG (with links)	MCUT FB (with links)	TW Makers or other Social Media Platforms (with links)
Press release	1	M365 Copilot 應用推廣活動	Example 1: [新聞稿] 明志科技大學電算中心舉辦 M365 Copilot 應用推廣活動 助教職員提升數位技					

Category	No. of posts	Article Topics	Unit's Website (with links)	MCUT homepage (with links)	Unit's FB (with links)	Unit's IG (with links)	MCUT FB (with links)	TW Makers or other Social Media Platforms (with links)
			能					
e-Newsletter	1	M365 Copilot 應用推廣活動	Example 2: When the same article appears on several platforms, the links may be combined in one cell: Unit's Website, MCUT homepage, Unit's IG: [新聞稿] 明志科技大學電算中心舉辦 M365 Copilot 應用推廣活動 助教職員提升數位技能					
Awards and	0							

Category	No. of posts	Article Topics	Unit's Website (with links)	MCUT homepage (with links)	Unit's FB (with links)	Unit's IG (with links)	MCUT FB (with links)	TW Makers or other Social Media Platforms (with links)
achievements								
Media coverage	0							
Other information	0							
Total	2							

(3) Unit Announcement Statistics (from the first day of the previous month to the last day of the month)

Order	Chinese Announcement		English Announcement	
1	☒ Yes (Number of posts: 51) (you may simply browse the front end or the back end and count by publication date)	☐ No	☒ Yes (Number of posts: 46) (same example and explanation as the Chinese column)	☐ No

3. Essential Content of the Website. **Please use the built-in bilingual function of RPage so that Chinese and English are presented side by side. → Most of the content is the same as in the previous version of the form; you may check it, confirm it and copy it over.**

Item	Chinese Title and URL	English Title and URL
News & Events	For example the latest announcements, events and publicity information. Title: 首頁 URL: https://lis.mcut.edu.tw/?Lang=zh-tw	Same example and explanation as the Chinese column Title: 首頁 URL: https://lis.mcut.edu.tw/?Lang=en

Item	Chinese Title and URL	English Title and URL
Contact Us	Provide the unit's telephone number, fax number, e-mail address, service hours and office location. Title: 聯絡方式與辦公室位置 URL: https://lis.mcut.edu.tw/p/412-1013-4710.php?Lang=zh-tw	Same example and explanation as the Chinese column Title: Contacts URL: https://lis.mcut.edu.tw/p/412-1013-4710.php?Lang=en
About Us	For example the founding purpose, history, organisational structure, features / vision and mission, goals / medium- and long-term development plans. Title: 關於圖資處 URL: https://lis.mcut.edu.tw/p/412-1013-295.php?Lang=zh-tw	Same example and explanation as the Chinese column Title: About us URL: https://lis.mcut.edu.tw/p/412-1013-295.php?Lang=en
Staff	- Supervisors and staff: provide photo, job title, contact information, duties and deputy. - Full-time teachers: provide basic information (photo, job title, academic background, etc.), the main courses taught, expertise and research fields, contact information and a link to the research capability platform. - Part-time teachers: provide job title and contact information. - If the unit has no staff of its own, provide the maintaining unit and its contact person. Title: 成員簡介 URL: https://lis.mcut.edu.tw/p/412-1013-7134.php?Lang=zh-tw	Same example and explanation as the Chinese column Title: Members URL: https://lis.mcut.edu.tw/p/412-1013-7134.php?Lang=en
Rules and Regulations	Provide the regulations established under the Regulations Governing the Formulation and Amendment of Regulations. Link to the Regulations Search website; regulations may also be made available for download. Title: 規章辦法	Same example and explanation as the Chinese column Title: Regulations URL: https://lis.mcut.edu.tw/p/412-1013-10678.php?Lang=en

Item	Chinese Title and URL	English Title and URL
	URL: https://lis.mcut.edu.tw/p/412-1013-10678.php?Lang=zh-tw	
Service Features	● According to the nature of the website, provide the information its users need. List at least the first level of service features. ● Departments, programmes and special classes shall provide bilingual curriculum plans and a Chinese admissions section. ● Research units shall set up a Chinese section for industry liaison / industry-academia services. Title: 借閱服務 URL: https://lis.mcut.edu.tw/p/412-1013-84.php?Lang=zh-tw	Same example and explanation as the Chinese column Title: Circulation Services URL: https://lis.mcut.edu.tw/p/412-1013-84.php?Lang=en
Equipment & Resources	An introduction to the venues and equipment and the rules for using them. Title: 場地與設備 URL: https://lis.mcut.edu.tw/p/412-1013-7374.php?Lang=zh-tw	Same example and explanation as the Chinese column Title: Facilities URL: https://lis.mcut.edu.tw/p/412-1013-7374.php?Lang=en
Achievements	For example event outcomes, photo highlights, evaluation results, accreditation results, R&D results, international exchange results, industry-academia results, internship results, publications, awards and media coverage. Title: 活動與宣導 URL: https://lis.mcut.edu.tw/p/412-1013-288.php?Lang=zh-tw	Same example and explanation as the Chinese column Title: Activity Information URL: https://lis.mcut.edu.tw/p/412-1013-288.php?Lang=en
Form Download	Forms shall be provided in an editable file format. Please also state the number of Chinese forms and the number of English or bilingual forms shown on the webpage. Title: 表單下載 URL: https://lis.mcut.edu.tw/p/412-1013-818.php?Lang=zh-tw	Same example and explanation as the Chinese column Title: Form Download URL: https://lis.mcut.edu.tw/p/412-1013-818.php?Lang=en

Item	Chinese Title and URL	English Title and URL
Link to the Homepage	Provide header links (also called the site menu) to guide users through the website. Title: 中文網頁都有提供頁首連結，位置在頁面頭部 URL:	Same example and explanation as the Chinese column Title: 英文網頁都有提供頁首連結，位置在頁面頭部 URL:
Links	● Provide a site map. ● Provide a Chinese / English language switch link. ● Link to related websites and social media inside and outside the University. Title: 網站導覽 URL: https://lis.mcut.edu.tw/p/17-1013.php?lang=zh-tw	Same example and explanation as the Chinese column Title: Site Map URL: https://lis.mcut.edu.tw/p/17-1013.php?lang=en
FAQ	Provide answers to the basic questions visitors often ask, so that they can browse the content directly. Title: 常見問題 URL: https://lis.mcut.edu.tw/p/412-1013-10063.php?Lang=zh-tw	Same example and explanation as the Chinese column Title: Q&A URL: https://lis.mcut.edu.tw/p/412-1013-10063.php?Lang=en

4. Information About the Unit Completing the Form

Unit	Statistical period	Month and Year of the Current Form
圖書資訊處諮詢推廣組	From the first day of the previous month to the last day of the month	Month: 08 ; Year: 2026
Unit Supervisor (Level 2 or above)	Operator	
○○○, ○○○, ○○○ (Names)	○○○ (Name)	

※One copy of the form: Operator → Unit Supervisor → Office of Library and Information Services

※Please return this form to the Office of Library and Information Services by the last day of the month.

※Form No.: A271030513