



聖若瑟大學  
UNIVERSITY OF  
SAINT JOSEPH

## 圖書館校外訪客來訪指引 Library Visitor's Guidelines

1. 此文件適用於澳門聖若瑟大學所有校舍轄下的圖書館（青洲校舍總館及聖若瑟修院圖書館）。

This document is applied to all libraries (both **Ilha Verde Main Campus Library** and **Saint Joseph Seminary Library**) under the operation of the University of Saint Joseph, Macao, on all campuses.

2. 所有校外訪客必須先透過網上預約申請方可參訪澳門聖若瑟大學轄下的圖書館（下稱“本館”）。

All non-USJ members must register through an online application before visiting the Libraries of the University of Saint Joseph, Macao (hereafter “USJ Library”).

3. 獲確認預約之訪客可於所約定日期參訪本館。

Approved visitors are welcome to visit the Seminary Library on the date chosen during the application process.

4. 所有獲確認之預約均屬一次性參訪，有效期只限所預約當天。

All confirmed appointments are for one-time visits and are valid only on the scheduled day.

5. 已獲確認之訪客須先向大學保安人員出示有效確認電郵作確認，方能進入大學範圍及本館。

Visitors must present a valid confirmation email issued by the USJ Library at the Security for authentication before entering the University and the USJ Library.

6. 校外訪客於參訪及使用本館資源期間必須遵守本館之一切使用守則<sup>\*</sup>，未詳細列明者，本館保有解釋及修改之權利。

All visitors should conform with the *Library Regulations*<sup>\*</sup> of the USJ Library. The USJ library reserves the right to explain and interpret those regulations.



7. 訪客來訪在大學及本館範圍內必須注意衣履整齊及儀態舉止，並保持肅靜，維護環境清潔。

All visitors should acquire proper attire and disposition when visiting the USJ Library and keep quiet within the library to ensure a clean environment.

8. 本館範圍內嚴禁飲食及吸煙。

Eating, drinking, and smoking are not allowed in the USJ Library.

9. 本館範圍內之電子設備（包括電腦、影印機及掃瞄器等）及網路設備只作研究及學術用途：如查詢館藏、電子及網路資源等。不得用於玩遊戲、不當下載或從事其他娛樂用途。

Electronic facilities (computers, printers, scanners, etc.) and WIFI are provided only for study and research purposes: searching library collections and e-resources. Gaming and other entertainment are not allowed in the USJ Library.

10. 本校師生對本館各項資源設備有優先使用權。

USJ staff and students have priority in using the facilities provided by the USJ Library.

12. 本館館長保留拒絕任何申請的權利。

The head librarian of the USJ Library reserves the right to decline any application.

13. 有關本館的開放時間，請細閱本館網頁 (<http://library.usj.edu.mo>)。

Library opening hours are to be noted on the USJ library website (<http://library.usj.edu.mo>)