

# 義守大學圖書與資訊處期刊報紙使用管理原則

## Principles for the Management of Periodicals and Newspapers by Office of Library and Information Services at I-Shou University

民國 87 年 10 月 20 日 87 學年度第一學期主管會報通過

Adopted on October 20, 1998 by the Executive Board Meeting in the first semester of the academic year 1998

民國 91 年 4 月 20 日 90 學年度第二學期主管會報修訂

Amended on April 20, 2002 by the Executive Board Meeting in the second semester of the academic year 2001

103 年 5 月 20 日校長核定公告修正全文

Amendments to the Principles ratified and promulgated by the President on May 20, 2014

- 一、義守大學圖書與資訊處（以下簡稱本處）為讀者能完善利用紙本期刊及報紙資源，增進圖書館之功能，以支援本校師生教學、研究與學習之需求，並便於管理與維護，特訂定本原則。
  - I. The Principles for the Management of Periodicals and Newspapers by Office of Library and Information Services at I-Shou University (hereinafter referred to as the “Principles”) are made by the Office of Library and Information Services (hereinafter referred to as the “Office”) to make the most of printed periodicals and newspapers housed by the Office, bring the function of libraries into full play, and support faculty members and students in teaching, research and learning.
- 二、本處期刊、報紙均屬館內閱覽，概不外借。但教職員因研究需要可借閱過期裝訂期刊(合訂本)，借期為三天。
  - II. Periodicals and newspapers housed by the Office shall be read only at libraries; no check-out service is available. Faculty and staff members may borrow bound back issues of periodicals for the purposes of research, and the loan period for such checkouts is three days.
- 三、使用期刊、報紙時，請保持安靜、清潔，若有吸菸、喧嘩、飲食、使用手機、妨礙秩序等不當行為者，得禁止使用；不聽從勸阻者得移送相關單位處置。
  - III. Patrons must keep quiet and maintain cleanliness while reading periodicals or newspapers at libraries. Anyone who smokes, makes too much noise, consumes foods,

drinks, uses cellphones, causes disturbance to other people, or displays other forms of improper behaviors shall be banned from reading or using any periodicals or newspapers housed by the Office. Patrons who do not follow the rules and ignore the warnings given by librarians shall be reported to relevant authorities for punishment.

四、使用期刊、報紙時，應保持資料之完整。嚴禁撕割、圈點、評註、汗損，違者依本處「圖書賠償辦法」處理。

IV. Periodicals and newspapers shall be kept completely intact without any damage, marking, comment or stains. Violators shall be subject to punishment in accordance with the Regulations for Compensation Lost & Damaged Books.

五、期刊依語言別區分存放，各種語文期刊依下列規則排列上架：

(一) 中日文期刊

1. 中文按首字筆畫多寡排序，首字筆畫同者按進館順序給號，並依此類推。

2. 日文按首字日文五十音排序，首字號碼同者按進館順序給號，並依此類推

(二) 西文期刊：按刊名首字字母排序(冠詞不列計)，首字字母同者按進館順序給號，並依此類推。

V. Periodicals are placed on different racks according to languages; the following are taken into account:

1. Periodicals in the Chinese or Japanese language:

a. Periodicals in the Chinese language are sequenced based on the number of strokes of the first character in the title. If two or more periodicals have the same number of strokes, they are numbered based on the order in which they are collected.

b. Periodicals in the Japanese language are sequenced based on the first character in the title by following the order of the fifty Japanese sound, they are numbered based on the order in which they are collected.

2. Periodicals in Western languages are sequenced based on the first alphabet of the first word in the title in alphabetical order (articles in English grammar are excluded). If two or more periodicals have the same alphabet, they are numbered based on the order in which they are collected.

六、非當期現行期刊存置於展示板後之存放櫃內，每年寒暑假期間整理非當年度之過期期刊送廠裝訂，符合下列條件者則不裝訂：

- (一) 資料內容具時效性，過期後將失去其參考價值。
- (二) 資料內容以流行、娛樂為主，不具參考價值。
- (三) 複本期刊。

VI. Back issues of periodicals in the current year are placed in the cabinets behind display boards. During summer and winter vacations, back issues of the previous year will be sent to be bound into bound periodicals. Any back issue, however, will not be bound if it falls within any of the following situations:

1. The content is out dated and carries no value for reference.
2. The content is mainly for fashion or entertainment and carries no value for reference.
3. The Office has two or more copies of the back issue.

七、裝訂成冊之過期期刊以合訂本形式典藏，存置於期刊室之裝訂期刊架上；過期期刊依語言別分區存放，各種語文期刊排架方式如下：

- (一) 中日文過期期刊：按各期支架號排序。
- (二) 西文過期期刊：按刊名首字字母順序排序(冠詞不列計)。

VII. Back issues of periodicals are collected in the form of bound volume and placed on the “Bound Periodicals” racks in the Periodicals Area. Back issues are placed on different racks according to languages; the following are taken into account:

1. Back issues of periodicals in the Chinese or Japanese language are sequenced based on the serial number of the rack in which the periodical was originally placed.
2. Back issues of periodicals in Western languages are sequenced based on the first alphabet of the first word in the title in alphabetical order (articles in English grammar are excluded).

八、過期報紙置於過期報紙存放櫃，僅保留當月及上月。

VIII. Back issues of newspapers shall be kept in designated cabinets. Only issues of the current and previous months will be kept by the Office.

九、本原則經本處處務會議審議通過，陳請校長核定後，自公告日實施。

IX. The Principles become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Principles, the Chinese language version shall prevail.