

校外人士使用義守大學圖書與資訊館藏資源要點

Guidelines on the Use of Library Resources of the Office of Library and Information Services, I-Shou University, by Visitors

97年1月15日96學年度第1學期圖書館圖書諮詢委員會議通過

Adopted on January 15, 2008 by the Library Advisory Committee in the first semester of the academic year 2007

102年3月21日校長核定修正第1、2、3、8、9、10、13、14 條條文

Amendments to Provisions I, II, III, VIII, IX, X, XIII and XIV ratified by the President on March 21, 2013

102年4月15日校長核定公告修正第1、2、3、4、5、6、7、8、9、12、14 條條文

Amendments to Provisions I, II, III, IV, V, VI, VII, VIII, IX, XII and XIV ratified and promulgated by the President on April 15, 2013

103年12月31日校長核定公告修正全文

Amendments to the Guidelines ratified and promulgated by the President on December 31, 2014

- 一、 義守大學圖書與資訊處(以下簡稱本處)為服務校外人士，支援其研究及進修，在不影響本校師生使用圖書館之權益下，適度開放使用圖書館資源，特訂定本要點。
 - I. To provide library services to visitors to the University and offer them assistance in pursuing further education or doing research, the Office of Library and Information Services (hereinafter referred to as the “Office”) hereby sets up the Guidelines on the Use of Library Resources of the Office of Library and Information Services, I-Shou University, by Visitors (hereinafter referred to as the “Guidelines”) to offer more resources to visitors without infringing on the University’s faculty and students’ rights.
- 二、 凡年滿十八歲之民眾，均可向本處申請借書證。
 - II. Anyone who is aged 18 or older (hereinafter referred to as the “visitor”) may apply for a library card at the Office.
- 三、 申請借書證時，應填具申請單，親持身分證正本或護照正本，並檢附申請單要求之相關文件資料、工本費新臺幣伍拾元、一吋光

面近照二張(背面書寫姓名)及保證金新臺幣貳仟元,至本校圖書館流通服務台辦理。

III. To apply for a library card, visitors shall make an application in person at the Circulation Desk by submitting a completed application form, the national ID card (the passport), required documents, a handling fee of NT\$50, two 1-inch photos (with the name on the back side), and a deposit of NT\$2,000.

四、借書證限本人使用並妥善保管。遺失需即時向圖書館流通服務台掛失，違者造成損失時，原持證人應負一切責任。申請補發者，須繳交補發手續費新臺幣壹佰元。

IV. The library card shall only be used by the cardholder and must be safeguarded to prevent improper use. Cardholders must report to the Circulation Desk immediately if the library card is lost. Otherwise, the cardholder concerned will be held liable for any damage, loss or inconvenience caused as a result of not reporting the loss of the library card. The handling fee for the reissuance of the library card is NT\$100.

五、借書證有效期限二年，如期滿時，請親持身分證件至圖書館流通服務台更新資料後即可續用。

V. Such library cards are valid for two years. Those who want to extend their membership upon expiration shall visit the Circulation Desk in person and provide an update on personal information by showing a valid identity document.

六、校外人士進出圖書館須親持校外人士借書證刷卡進出，並遵守進入本校校園相關規定。

VI. Visitors must use the library card to enter and leave the Library, and abide by the regulations and rules concerning entering the campus.

七、服務項目：

(一)圖書：限一般可外借圖書，可借閱總冊數十冊，借期為三十天，不得辦理預約、續借。

(二)逾期滯還金：每冊每日處逾期滯還金新台幣貳元，到期日如遇閉館，則順延至開館日。

(三)期刊：開放於圖書館內閱覽。

VII. Services:

1. Books: Such cardholders may borrow up to ten books which are available for checkout, and the loan period for each book is thirty days. No book reservation or renewal is available.

2. Overdue Fines: An overdue fine of NT\$2 per day per book is charged. A due date that falls on a day that the Library is closed will be extended to the following day on which the Library is open.
 3. Periodicals: Such cardholders may read periodicals at the Library, but no check-out service is available.
- 八、 圖書如有遺失，或因圈點、撕破、割頁、污損及其他損壞等情形時，或因蓄意破壞或使用不當造成圖書館所提供之各項設備損壞時，得依本處「圖書賠償辦法」之規定賠償。
- VIII. Library patrons shall be held liable for any loss, mark, damage or stain of the books borrowed, or for any damage to library equipment or facilities used due to willful damage or improper use according to the Regulations for Compensating Lost & Damaged Books of the Office of Library and Information Services of I-Shou University.
- 九、 其他相關借閱規定請參照本校「圖書與資訊處圖書資料借閱管理規則」。
- IX. Other relevant reading and borrowing rules shall be subject to the Rules of Borrowing Library Materials from the Office of Library and Information Services of I-Shou University.
- 十、 讀者逾期滯還金或賠書款若延遲或拒絕繳納時，本處得自保證金中扣除並取消借書證使用權。
- X. If a patron delays or refuses to pay compensation or overdue fines, the Office reserves the right to deduct the compensation and/or overdue fines from the deposit and revoke the patron's library card.
- 十一、 讀者欲終止借書證權利時，需辦理還清手續並繳回借書證，無息領回保證金。
- XI. If any visitor with a library card intends to terminate the membership, he or she shall complete required procedures, return the library card to the Office, and request a refund of the deposit without interest.
- 十二、 若讀者具雙重身分者，應自行擇一身分辦理借書證，不得重複申請借書證，若有本校在學學籍均以本校學生身分辦理。
- XII. If a person has been granted two different types of status, he or she shall apply for a library card based on either status. A patron shall have only one library card. If a patron is an officially enrolled student of the University, he or she shall apply for a library card based on the status as a student of the University.
- 十三、 本要點如有未盡事宜，而讀者有不當使用情事時，本處得依本校

相關規定或報請相關單位處理。

XIII. For any issues or the misuse of a library card not mentioned herein, the Office may act pursuant to relevant regulations and rules of the University or report to related units.

十四、本要點經圖書資訊規劃委員會審議通過，陳請校長核定後自公告日實施。

XIV. The Guidelines become effective on the third day of promulgation after being adopted by the Committee of Library and Information Services and ratified by the President.