

# 義守大學圖書與資訊處學習中心管理辦法

## Regulations for the Management of Learning Centers at I-Shou University

87 年 10 月 20 日 87 學年度第 1 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

91 年 4 月 20 日 90 學年度第 2 學期主管會報修訂  
Amendments adopted on April 20, 2002 by the Executive Board Meeting in the second semester of the academic year 2001

102 年 3 月 21 日校長核定修正第 1~15 條條文  
Amendments to Articles 1-15 ratified by the President on March 21, 2013

103 年 2 月 22 日校長核定修正第 2~11 條條文  
Amendments to Articles 2-11 ratified by the President on February 22, 2014

第一條 義守大學圖書與資訊處（以下簡稱本處）為使讀者能完善利用視聽資料及多媒體電腦學習與應用，以增進本處之功能，支援本校師生教學、研究與學習之需求，特訂定義守大學圖書與資訊處學習中心管理辦法（以下簡稱本辦法）。

Article 1 The Regulations for the Management of Learning Centers at I-Shou University (hereinafter referred to as the “Regulations”) are introduced by the Office of Library and Information Services (hereinafter referred to as the “Office”) for patrons to make the most of audiovisual materials and learn how to use multimedia computers, in order to bring the Office’s functions into full play and offer full support to the faculty and students’ needs for teaching, doing researches and learning at the University.

第二條 學習中心（以下簡稱本中心）服務項目如下：

一、視聽資料之借用。

二、多媒體電腦之使用。

三、視聽播放場地之借用：包括個人視聽區、多媒體電腦區、團體放映室。

Article 2 Learning Centers (hereinafter referred to as the “Centers”) offer the following services:

1. the loan of audiovisual materials;
2. the use of multimedia computers;
3. the loan of spaces for viewing audiovisual materials, including personal viewing areas, multimedia computer areas, and group viewing rooms.

第三條 本中心服務對象：

- 一、本校專任教職員工(含專案教師、約聘員工)及學生。
- 二、辦理圖書館借書證之兼任教師、校友與本校策略聯盟高中職學校教師。

前項人員憑證件可使用本中心資料、媒體及設備，他人不得冒用或借用證件，如經查獲，證件本人及使用者，均停止使用本中心設備一個月。

Article 3 The aforesaid services are available to:

1. full-time faculty and staff members (including project faculty and contract staff) as well as students of the University; and
2. part-time faculty members, alumni, and teachers from senior (vocational) high schools that have entered into a strategic alliance and partnership agreement with the University; the above-mentioned persons shall have a library card issued by the Office.

Patrons with any valid proof of identification or a library card can use the collections, audiovisual materials and facilities at the Centers. No one is allowed to assume another person's name or use another person's proof of identification or library card when he or she wants to use the resources offered at the Centers. Anyone who lends out his/her proof of identification or library card, or uses another person's identification or library card shall be barred from using the resources of the Centers for one month.

第四條 視聽資料使用規定如下：

- 一、讀者憑證在開館時間內，至本中心服務台辦理借用手

續。

- 二、視聽資料使用時間以每次二小時或節目長度為原則，每次限借一件。欲延長者，須至本中心服務台登記，中途離座超過十五分鐘，視同放棄觀賞權利，本中心得分配其他讀者使用。
- 三、本中心視聽資料限於本中心內使用，不得擅自攜出，違者停止借用一學期。

Article 4 Rules for the use of audiovisual materials:

1. If patrons want to borrow audiovisual materials, they shall complete the procedure at the Information Desk during the opening hours by presenting a valid proof of identification or a library card.
2. The materials shall be borrowed for only two hours or as long as the program is in effect. Only one piece of materials can be borrowed at a time. To extend the loan period, users shall re-register at the Information Desk. Users may not leave the seat for more than fifteen minutes at a time, or they will be considered giving up the right to view the material; the Centers reserve the right to lend the material to another patron.
3. Patrons shall use the borrowed material at the Centers, and shall not take it away without permission. Violators shall be barred from borrowing audiovisual materials for one semester.

第五條 在不影響讀者於本中心使用視聽資料之前提下，視聽資料得提供外借，外借規定如下：

- 一、外借服務對象：本校專任教職員工(含約聘)、具有本校圖書館借書證之兼任教師及本校策略聯盟高中職學校教師。
- 二、外借數量：每人每次二件為原則。
- 三、專任教師借期為二至七日，續借以一次為限。續借應於到期日前（含到期日當天）親至本中心服務台或以電話辦理。
- 四、具有本校圖書館借書證之兼任教師及本校策略聯盟高中職學校教師外借之視聽資料需當天歸還，不得續借。

- 五、專任職員工(含約聘)得外借購入三年以上之視聽資料，於週五中午十二時後，方可至本中心服務台辦理外借，並於次週開館首日中午十二時前歸還。
- 六、外借視聽資料應於本中心開館時間內歸還本中心服務台，不得使用還書箱歸還。
- 七、外借視聽資料，每逾期一日，每件每日罰款新臺幣五元；到期日如遇閉館，則順延至開館日。
- 八、使用視聽資料均須遵守公開播映授權規定，本中心得視資料之珍貴性、使用率或其他考量因素，調整借期及設定為不外借之資料。

Article 5 Only when patrons' right to use audiovisual materials at the Centers is not affected may audiovisual materials be available for checkout. The rules for checkout are as follows:

1. The checkout service is available to a) full-time faculty and staff members (including contract ones) of the University, b) part-time faculty members of the University, who have a library card issued by the Office, and c) senior (vocational) high school teachers whose establishments have entered into a strategic alliance and partnership agreement with the University, and who have a library card issued by the Office.
2. The maximum number of checkouts shall be limited to 2 per person at a time.
3. The loan period for full-time faculty members of the University is 2-7 days. If the borrowers need to renew the checkouts, they shall apply in person at the Information Desk or by phone on or before the due date. The borrowers, however, can apply for renewals once only.
4. Part-time faculty members of the University and senior (vocational) high school teachers whose establishments have a strategic alliance and partnership agreement with the University may borrow audiovisual materials at the Information Desk by presenting a library card issued by the Office, and they shall return the borrowed material on the day they borrow without renewals.
5. Full-time staff members (including contract ones) of the University are allowed to check out audiovisual materials bought at least three years

before. They shall complete the procedure at the Information Desk after 12:00 at noon on Fridays and return the checkouts before 12:00 at noon on the first opening day of the following week.

6. Patrons shall return the borrowed audiovisual materials to the Information Desk during the opening hours. Returning materials by placing them in the book drop box is not permissible.
7. Patrons shall be charged NT\$5 per day for per overdue item. The loan period may be extended for another day if the Centers are closed on the due date.
8. Patrons shall abide by regulations and rules concerning the authorization for public viewing. The Centers may adjust the loan periods and decide which kind of materials can be borrowed, depending on the value and utility rate as well as other factors involved.

#### 第六條 視聽區使用規定：

- 一、使用者於使用器材前，須詳閱使用說明。若發現媒體資料、器材損壞，或不熟悉使用方法時，應立即通知館員，使用者不得擅自修理或任意操作，否則應負損壞賠償之責。
- 二、為尊重原著版權，視聽媒體不得擅自轉錄拷貝，如經查獲，讀者應自負法律責任，違者停止使用權一學期。
- 三、使用者不得私自攜帶任何視聽資料入內觀賞，如因課程需要，須由授課老師出具「授權同意書」。違者停止使用權一個月。
- 四、各項設備於使用完畢後，應由使用者自行關閉機器電源。
- 五、團體視聽區(公播區)，三人以上方得開放使用。

#### Article 6 Rules for the use of audiovisual viewing areas:

1. Users shall read the instructions thoroughly before using the facilities at the Centers. If users find that materials or facilities are damaged or do not know how to use the facilities, they must not repair and/or manipulate the facilities themselves; any damage that ensues from such action would

- make the user liable.
2. To respect other people's copyrights, it is strictly prohibited to copy audiovisual materials without authorization. If such cases are found to be true, the borrowers shall take all the legal responsibility, and shall be also prohibited from using any facilities at the Centers for one semester.
  3. Users must not bring any audiovisual material into the Centers. If it is necessary to bring any material into the Centers due to their needs for learning, the users must provide an agreement of authorization issued by the instructors. Anyone who violates the rule shall be prohibited from using the facilities for one month.
  4. Users shall turn off power to the facilities after use.
  5. Group viewing rooms (public broadcasting area) shall not be used unless there are 3 or more people applying for their use.

第七條 多媒體電腦區使用規定：

- 一、每人每次使用以二小時為限，若無人等候，則可延長使用時間。
- 二、使用者於使用前，須先檢查電腦及週邊設備是否完整或損壞，若發現故障、損壞，應立即通知館員處理，使用者不得擅自修理或任意操作，否則應負損壞賠償之責。
- 三、嚴禁使用本中心之電腦做不正當之用途、上色情網站或發具恐嚇及威脅之信件等，並不得私自攜帶任何盜版軟體入內使用，違者停止使用權一個月，或報請本校相關單位處理。

Article 7 Rules for the use of multimedia computer areas:

1. Every user is allowed to use a computer for up to 2 hours; he or she may, however, extend the use based on availability.
2. Users shall make sure that computers and surrounding facilities function normally without any damage before use. If a computer or facility is damaged or has any problems, the users shall inform the librarians immediately; users shall not manipulate or attempt to make any repairs to such facilities by themselves. Otherwise, any damage resulting from such actions will make the users liable.

3. Users must not use the Centers' computers for any improper purposes, such as visiting pornographic websites, and delivering malicious and threatening letters. In addition, any unauthorized software is not allowed at the Centers. Anyone who violates the rules shall be prohibited from using the computers for one month; they could even be reported to relevant authorities for punishment in severe infractions.

第八條 團體放映室(以下簡稱本室)使用規定：

- 一、本室主要提供圖書館各式推廣活動之用。
- 二、學生作專題研究或社團活動時，有十人以上者可向本處提出使用申請。
- 三、利用本室務必保持肅靜、清潔，不得飲食、喧嘩、妨礙圖書館安寧等不當行為，違者禁止其使用權利。
- 四、老師因教學需要利用本室者，需辦理預約登記。
- 五、媒體及設備利用規定依本辦法第四條規定辦理。

Article 8 Rules for the use of group viewing rooms (hereinafter referred to as the rooms):

1. The rooms are mainly for promotional purposes by libraries.
2. Groups of 10 or more students may apply to use the rooms when they need to work on research projects or student club activities. Students may use the rooms after their applications are approved by the Office.
3. Users must keep quiet and keep the rooms clean. Anyone who eats, drinks, makes too much noise, disrupts others inside the libraries, or exhibits any improper behavior shall be prohibited from using the rooms.
4. Faculty members who need to use the rooms for teaching purposes shall file an application in advance.
5. As to the rules for the use of audiovisual materials and facilities, please refer to Article 4.

第九條 遺失及賠償規定：

- 一、借用之視聽資料有遺失或因濫用損壞者，應由使用者以同等價格賠償，若有新版品，可以新版品取代，並支付處理費新臺幣一百元，絕版媒體則以十倍價格賠償。

- 二、借用之視聽器材及電腦設備，若因使用不當、蓄意破壞、違反管理規定，而導致器材損毀時，使用者應負全部修理費用；若無法修理，應付購買全新器材之費用。嚴重者，得報請本校相關單位處理。

Article 9 Rules for compensating for damages and losses:

1. Users shall compensate for the damaged or lost materials, and the compensation amount shall be equal to the original price of the materials. The users may only pay an extra NT\$100 if the materials can be replaced by the ones in the newest edition provided by the users. However, if the materials won't be produced again in the future, the users shall be liable for 10 times the original price.
2. Users shall pay for all of the repairs when the borrowed audiovisual facilities or computers are damaged due to improper use, malicious damages or violations of relevant rules. If it is impossible to fix the computers or facilities, the users shall cover the cost of a brand-new facility or computer. Users who commit serious acts of violation may be reported to relevant units for punishment.

第十條 附則：

- 一、本中心僅提供學習電腦軟體及視聽資料之使用，讀者若欲閱覽一般書籍，請多利用其他樓層之閱覽空間。
- 二、凡未經借閱之圖書（包含期刊、參考書），請勿攜帶入內。本中心內之圖書請勿攜出館外閱覽。
- 三、為配合本中心資料特性及管理便利，進入本中心前，請將書包、手提袋等置於置物櫃中，凡貴重物品、重要證件等請自行保管，若有遺失情事，本中心概不負責。
- 四、置放於置物櫃物品應於離開本中心時自行取回，若未取回，則由本中心於每日閉館前逕予清除，不得有異議。
- 五、置物櫃禁止置放任何危險物品，違者嚴懲。
- 六、本中心內請保持肅靜、清潔，若有吸煙、喧嘩、飲食、使用手機、妨礙秩序等不當行為者，得予以禁止；不



聽從勸阻者得移送相關單位處置。

Article 10 Supplementary Provisions:

1. The Centers are only for the proper use of computer software and audiovisual materials. If patrons want to read general books, please stay at the reading areas on other floors.
2. Patrons shall not bring any books which do not belong to the Centers (including periodicals and reference books) into the Centers. The books housed by the Centers shall not be taken out of the Centers as well.
3. For effective and efficient management of the collections and audiovisual materials housed by the Centers, patrons shall put their schoolbags or handbags in lockers -- except for personal valuables and identification documents. The Centers will not take any responsibility for lost valuables, belongings or documents owned by patrons.
4. Patrons shall take away their personal belongings in the lockers before leaving the Centers. Anything that is left in the lockers will be cleared out when the Centers are closed each day, and patrons shall raise no objection to the administration.
5. It is strictly prohibited to put any dangerous items in the lockers. Violators shall be punished to the fullest extent.
6. Patrons must keep quiet and clean at the Centers. Anyone who smokes, makes too much noise, eats foods, drinks, uses cell phones, causes disturbance to other people, or has other forms of improper behaviors shall be banned from using any service provided by the Centers. Patrons who do not follow the rules and ignore the warnings given by the librarians at the Centers shall be reported to relevant authorities for punishment.

第十一條 本辦法經行政會議審議通過，陳請校長核定後自公告日實施。

Article 11 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.