

# 國立中興大學圖書館館藏資料報廢作業要點

93 年 12 月 1 日本館第 24 次主管會報通過

93 年 12 月 16 日報請校長核定實施

115 年 3 月 12 日本館第 3 次主管會議修正通過（第 3~4、6~8 點）

115 年 4 月 2 日報請校長核定實施

- 一. 國立中興大學圖書館（以下簡稱本館）為淘汰過時、破損不堪使用及滅失之館藏資料，依據圖書館法及學校相關規定，訂定「國立中興大學圖書館館藏資料報廢作業要點」（以下簡稱本要點），以維持館藏品質。
- 二. 本要點適用範圍為本館、系（所）及中心圖書室。
- 三. 凡經本館登錄典藏列入財產之圖書、期刊及視聽資料，合乎本要點各項報廢原則者，得依本要點規定辦理財產報廢及註銷減帳。有特殊典藏價值之館藏不在此限。

## 四. 報廢原則：

依據圖書館法第十四條及行政院財物標準分類明細表之規定，使用 3 年以上之館藏資料，且有下列情形之一者：

- (一)、缺頁、破損、不堪使用之館藏資料。
- (二)、破損且整理裝訂費用等於或超過購買費，市面上仍可再購得之館藏資料。
- (三)、已以電子形式典藏，或紙本形式之資料不具參考及保留價值之館藏資料。
- (四)、已入藏之新版資料，其涵蓋舊版者之舊版館藏資料。
- (五)、違反著作權法之館藏資料。
- (六)、借閱遺失已辦妥賠償書款手續之館藏資料。
- (七)、館藏資料經盤點及協尋未果達 1 年以上者。
- (八)、超過館藏複本原則之多餘複本。

## 五. 報廢數量

- (一)、依圖書館法第十四條之規定，本館、系（所）及中心圖書室每年館藏報廢總量合計不得高於全校總館藏量百分之三。
- (二)、總館、系（所）及中心圖書室館藏報廢之數量，由本館依實際報廢需求及前二項規定計算後，予以調配。

## 六. 報廢程序

- (一)、篩選：擬報廢館藏之單位檢視擬報廢館藏是否合於要點所列報廢原則之規定。
- (二)、造冊：擬報廢館藏按中文圖書、西文圖書、非書資料分別造冊，並依主計室減帳作業需求製作報廢館藏清冊。

### (三)、審核：

1. 館藏報廢清冊乙式 3 份簽會本館典閱組、主計室覆核後，經校長核示。

2. 由本館針對擬報廢物進行查核其是否符於報廢規定，遇疑義本館得邀請相關專家學者審核認定。

(四)、銷毀：館藏報廢清冊奉校長核准後，由報廢單位至總館領取註銷章於報廢館藏逐冊加蓋並進行銷毀。

(五)、銷帳：奉准報廢館藏銷毀後，依報廢清冊由總館於圖書館自動化系統進行銷帳。

七. 各館（室）館藏報廢依各單位需求提出辦理。

八. 本要點經本校圖書館主管會議通過，簽請校長核定後公告實施，修正時亦同。

# National Chung Hsing University Library Collection Disposal Rules

Approved by the 24th Executives' Meeting on 1 December 2004

Implemented after approval by the Principal on 16 December 2004

Amended Articles III, IV, VI, VII, and VIII by the 3rd Library Executives' Meeting on 12 March 2026

Implemented after approval by the Principal on 2 April 2026

- I. The National Chung Hsing University Library (hereinafter referred to as the "Library") has established the "National Chung Hsing University Library Collection Disposal Rules" (hereinafter referred to as the "Rules") in accordance with the Library Act and relevant rules of the University in order to eliminate outdated, damaged or missing library material to maintain the quality of its collection.
- II. These Rules are applicable to the Library, the departments (or graduate institutes) and library rooms in each center.
- III. Any printed material such as books and periodicals, or non-printed material such as audio-visual material registered under the Library's collection and listed under its property that meets the principles of disposal under these Rules may be written off or delisted in accordance with these Rules. Library material with special preservation value shall be excluded from this provision.
- IV. **Disposal Principles:**

In accordance with Article 14 of the Library Act and Standard Property Category Details Table of the Executive Yuan, Library collection used for 3 years or more and having one of the following conditions:

  1. Has missing pages, is damaged, or is no longer usable.
  2. Is damaged, of which the re-binding cost will be equal to or exceed the purchase cost, and that may still be purchased from the market.
  3. Has been collected under electronic form, or the paper form no longer has reference or preservation value.
  4. Is an older version, of which a newer version has been included into the collection.
  5. Is in violation of Copyright Law.

6. Was loaned and lost, and for which compensation procedure for the book cost has been completed.
7. The whereabouts remain unknown for more than 1 year after inventory checks and searches.
8. Duplicate copies exceeding the principles for duplicated library collection.

**V.Quantity of Disposal:**

1. In accordance with Article 14 of the Library Act, the total quantity of disposal by the Library, each department (or graduate institute), and the library room of each center shall not, on a collective basis, exceed 3% of the total library collection of the University.
2. The Library will allocate the quantity of disposals for the central library and other units in accordance with actual requirements and calculations pursuant to the previous paragraph.

**VI. Disposal Procedure:**

1. **Selection:** The division proposing the disposal shall verify whether the proposed material for disposal is consistent with the principles of disposal hereunder.
2. **List Preparation:** Material proposed for disposal shall be listed separately by Chinese language books, foreign language books, and non-book material. The format of the disposal list shall be prepared in accordance with the requirements of the Office of Accounting.
3. **Review:**
  - (1) Three copies of the disposal list shall be signed by the Division of Collection Management & Circulation Services of the Library and the Office of Accounting, then submitted to the President for approval.
  - (2) The Library will verify whether the proposed disposal is consistent with the rules. In case of any doubt, the Library may invite relevant experts to perform review and determination.

4. **Destruction:** After approval by the President, the disposal division shall collect the cancellation stamp from the central library to stamp on each material and proceed with destruction.

5. **Write-Off:** After destruction, the material will be written off in the Library WebPAC System by the central library in accordance with the disposal list.

VII. Disposal shall be carried out according to the requirements of each library (department library).

VIII. These Rules are published and implemented after approval by the Library Executives' Meeting and verification by the President. The same shall be applicable to any amendment hereof.