

國立中興大學圖書館圖書資料借閱辦法（中英文版）

中華民國 85 年 4 月 17 日第 241 次行政會議延續會修正通過
中華民國 86 年 1 月 9 日圖書館諮詢委員會第 16 次會議修正通過
中華民國 89 年 1 月 21 日圖書館諮詢委員會第 21 次會議修正通過
中華民國 91 年 10 月 8 日圖書館諮詢委員會第 24 次會議修正通過
中華民國 92 年 9 月 18 日圖書館諮詢委員會第 25 次會議修正通過
中華民國 95 年 4 月 20 日圖書館諮詢委員會第 26 次會議修正通過
中華民國 96 年 5 月 16 日圖書館諮詢委員會第 27 次會議修正通過
中華民國 98 年 10 月 05 日圖書館諮詢委員會第 28 次會議修正通過
中華民國 99 年 1 月 6 日第 349 次行政會議修正通過
中華民國 102 年 2 月 27 日第 376 次行政會議修正通過
中華民國 104 年 4 月 15 日第 391 次擴大行政會議修正通過（第 2、4 條）
中華民國 107 年 4 月 25 日第 414 次擴大行政會議修正通過（第 2、4、6 條）

第一條 本校圖書館（以下簡稱本館）所藏圖書資料除另有規定外，以本校教職員工、學生借閱為限；其手續依本辦法之規定辦理。

第二條 讀者借書應於本館規定之借書時間內憑證親自辦理，其規定如下：

- 一、 凡本校專任教職員工憑服務證、具學籍之學生憑學生證，在本館規定之時間內辦理圖書資料借閱。
- 二、 兼任教師、客座教師等非專任人員，得在所屬單位主管或專任教師同意保證後，向本館申請核發借書證辦理借閱。

三、 其他：

- （一） 本校退休之教職員工，均憑退休證申請辦理圖書資料借閱。
- （二） 本校校友得憑校友證及最近照片二張，親自向本館申請辦理「校友借書證」，並繳交保證金新臺幣二千元及工本費新臺幣二百元。保證金於退回借書證後辦理無息發回。
- （三） 本校非攻讀學位學員得憑「選修學分證」及最近照片二張，並得在系所所屬單位主管或專任教師同意保證及繳交保證金新臺幣二千元及工本費二百元後，親自向本館申請辦理「非攻讀學位學員借書證」，保證金於結業期滿退回借書證後，辦理無息發回。本辦法所謂「非攻讀學位學員」係指本校各類學分班、各類推廣教育班、與各隨班附讀之學員。
- （四） 凡年滿十八歲之校外人士得憑身分證及最近照片二張，並繳交保證金新臺幣三千元及年費二千元後，親自向本館申請辦理借書證，本館得視情況調整發證數量。借書證自辦證起一年內有效，保證金得於退回借書證及借書還清（如有逾期罰款尚須繳清罰款）後辦理無息發回；申請補發繳交工本費二百元；中途終止者不得主張退還年費。
- （五） 本校尚未註冊之新生得憑有效錄取證明文件及最近照片二張，並經所屬單位教授或系所主管同意保證，或繳交保證金二千元，親自向本館申請辦理「新生臨時借書證」借書證有效日期為當年度九月三十日，臨時借書證於學生證發放後，需繳回本館，保證金於繳回借書證後無息退還。
- （六） 本校休學生可憑「休學證明書」及最近照片二張，並繳交保證金新臺幣三千元及年費一學年一千元或一學期五百元後，親自向本館申請辦理「休學生借書證」借書證有效日期以所繳交年費之學期為止；保證金得於復學時辦理無息發回；中途終止者不得主張退還年費。

- (七) 本校專任教職員工得憑最近照片二張及相關證明文件，親自向本館申請配偶及直系血親（祖父母、父母及子女）之「眷屬閱覽證」並繳交工本費新臺幣二百元；遺失補發亦同。

第三條 下列圖書資料限於館內閱覽：

- 一、參考工具書（字典、辭典、百科全書、年鑑等）善本書、珍版書、特藏圖書資料。
- 二、畢業論文、教授指定之參考。
- 三、期刊及期刊合訂本。

第四條 一、本館圖書資料借期為三十日，惟於借書時，如該書有其他讀者預約，借期由三十日縮短為十四日。

二、為支援教師教學研究，教師借閱圖書第一次借期為六十日，惟該書有其他讀者預約，借期由六十日縮短為十四日。

三、圖書資料借閱總冊(件)數如下，多媒體中心資料外借件數與圖書冊數合併計算，其借閱規定另依本辦法第五條辦理。

- (一) 專任教師得借閱一百冊(件)。
- (二) 兼任教師、專兼任職員工得借閱五十冊(件)。
- (三) 研究生得借閱八十冊(件)。
- (四) 大學部學生得借閱五十冊(件)。
- (五) 本校退休教職員工、校友得借閱十冊(件)。
- (六) 校外人士得借閱五冊(件)。
- (七) 非攻讀學位學員得借閱二十冊。
- (八) 休學生得借閱十冊。
- (九) 專任教職員工之眷屬借閱冊(件)數及可預約冊數與教職員工本人合併計算。

四、寒暑假借書期限本館得另定之。

五、本校教師凡申請任何公款補助在案之學術研究所購進之「研究用書」借閱期限得至研究計畫結束。若計畫結束，仍需繼續使用者，得繼續辦理續借。

第五條 多媒體中心資料外借相關規定如下：

- 一、專任教師以五件為限，借期七日。
- 二、職員、工友、具學籍學生、非專任人員及退休人員以二件為限，借期五日。
- 三、外借資料歸還時應於多媒體中心開館時間內直接歸還該中心服務台，不得使用還書箱歸還。
- 四、新到館資料得不外借或縮短其借期。
- 五、多媒體中心資料不提供預約及續借。

第六條 館藏資料賠償

- 一、讀者如有遺失、偷竊、毀損館藏資料者，負賠償責任。
- 二、館藏資料賠償以購買與原資料內容完全相同者抵賠為原則。
- 三、無法購得原資料時，按下列各款規定辦理：
 - (一) 圖書
 1. 如有新版資料得以新版資料取代，惟與著作權法牴觸之圖書資料不得抵賠原資料。
 2. 如以現金賠償則依照登錄簿上所註記之價格，民國六十年以前出版

者按所註記之價格五倍計算，民國六十一年以後出版者按所註記之價格三倍計算。前述賠償金額外文資料精裝本不得低於新臺幣一千元、平裝本新臺幣六百元。中文資料精裝本不得低於新臺幣三百五十元、平裝本新臺幣二百五十元。

3. 無法查得購入價格或贈送資料，外文資料每冊(件)以新臺幣二千元，中文資料以新臺幣五百元賠償。
4. 圖書之附件若為非書資料應以原資料抵賠，但確實無法自行零購且該附件無法單獨計價時，則以整套價格比照上述各款規定辦理。
5. 民國三十九年以後大陸地區出版品依登錄簿價格十倍賠償。
6. 成套之圖書資料以整套價格依本項之2所定標準計算。

(二) 非書資料

1. 期刊：以單本定價三倍賠償；如無法查得價格，西文期刊每冊以新臺幣六千元，中文期刊每冊以新臺幣五百元賠償。
2. 視聽資料：以該件(套)視聽資料註記之價格三倍賠償；如無法查得價格，外文資料每件以新臺幣六千元，中文資料每件以新臺幣二千元賠償。
3. 光碟資料庫：
 - (1) 當年度資料以定價一點五倍賠償。
 - (2) 非當年度資料以定價二倍賠償。
 - (3) 原價為新臺幣者以新臺幣計算；原定價為外幣者，以原定價乘當日匯率計算。

第七條 偷竊及毀損資料之處理讀者若未辦理出借手續而將本館館藏資料逕自帶出，或在館內毀損館藏資料者，除依本辦法第六條辦理賠償外，並依本館讀者違規處理辦法處理。

第八條 借閱人擬借之圖書已被他人借出者，得辦理預約。借閱期間無人預約時，自借出圖書次日起，一年內得不限次數辦理續借。

第九條 借閱圖書資料逾期時，除停止其借閱權外，每冊(件)逾期一日，繳納逾期滯還金新臺幣五元。逾期滿三十日者，其滯還金不再累計，改為每冊每逾一日停止借閱權一日。

第十條 已預約之圖書如被列入教授指定用書或其他必要情況時本館得取消讀者之預約。

第十一條 借書人之服務證、學生證、借書證不得轉借他人，違者依本館讀者違規處理辦法處理。並追還所借圖書。借書人之服務證、學生證、借書證如有遺失，應立即通知本館掛失，否則若為第三者所持用致使本館蒙受損失，原持證者應負責賠償。

第十二條 借閱人於離職、退學、休學、畢業離校時，應先歸還借書，而後辦理離校、離職手續。

第十三條 本辦法經行政會議通過，報請校長核可後公布實施，修正時亦同。

National Chung Hsing University Library Borrowing Rules

Revision approved by the 241st Adjourned Administrative Meeting on 17 April 1996
Revision approved by the 16th meeting of Library Consultation Committee on 9 January 1997
Revision approved by the 21st meeting of Library Consultation Committee on 21 January 2000
Revision approved by the 24th meeting of Library Consultation Committee on 8 October 2002
Revision approved by the 25th meeting of Library Consultation Committee on 18 September 2003
Revision approved by the 26th meeting of Library Consultation Committee on 20 April 2006
Revision approved by the 27th meeting of Library Consultation Committee on 16 May 2007
Revision approved by the 28th meeting of Library Consultation Committee on 5 October 2009
Revision approved by the 349th Administrative Meeting on 6 January 2010
Revision approved by the 355th Administrative Meeting on 13 September 2010
Revision approved by the 376th Administrative Meeting on 27 February 2013 (Article 2, 4-5, 7-11)
Revision approved by the 391st Administrative Meeting on 15 April 2015 (Article 2, 4)
Revision approved by the 414th Administrative Meeting on 25 April 2018 (Article 2, 4, 6)

Article 1. Unless otherwise provided, the collection of the National Chung Hsing University Library (“Library”) provides loans to the teaching staff, employees and students of the University only. The procedure shall be in accordance with these rules.

Article 2. Readers may borrow books in person by presenting an ID during borrowing hours prescribed by the Library, as follows:

1. Any full-time teaching staff/employee (or registered student) of the University may borrow books and information within the hours prescribed by the Library by presentation of a service badge (or student card).
2. Part-time teachers, visiting teachers, contract staff and research assistants may file an application with the Library for an issuance of a library card pursuant to warranties issued by the relevant division supervisor or full-time teacher.
3. Others:
 - (1) Retired teaching staff/employee of the University may file an application to borrow books and information by presentation of retirement card.
 - (2) Alumni of the University may come to the Library in person and apply for an “Alumni Library Card” by presentation of an alumni card and two recent photographs, accompanied by a security deposit of NT\$2,000 and processing fee of NT\$200. The security deposit will be returned without interest upon return of the card.
 - (3) Any student of the University who is not pursuing a degree may come to the Library in person and apply for a “Non-Degree Student Library Card” by presentation of the “Selective Credit Card”, two recent photographs, warranty issued by the supervisor or full-time teacher of their department or school, the security deposit of NT\$2,000 and the processing fee of NT\$200. The security deposit will be returned without interest after closing of the study period and upon return of the card. A “non-degree student” refers to a student who studies in any credit program, any promotional education class and any accompanying class.
 - (4) Any person outside the University who is 18 years or older may come to the Library in person and apply for a library card by presentation of the ID card,

two recent photographs, the security deposit of NT\$3,000 and the annual fee of NT\$2,000. The card will be valid for one year from its issuance. The security deposit will be returned without interest upon return of the card and all borrowed books (and any late charge for late return). Any re-issuance will be subject to a processing fee of NT\$200. No annual fee will be refunded for early termination.

- (5) Any new graduate student who is not yet registered with the University may come to the Library in person and apply for a “New Graduate Student Temporary Library Card” by presentation of their “transcript” with the reporting stamp for newly admitted students, two recent photographs and warranty issued by the advising professor or head of their school, (or accompanied by a security deposit of NT\$2,000.) The borrowing card will be valid until 30 September of the current year. All temporary library cards should be returned to the Library after issuance of the student cards (the security deposit may be returned without interest).
- (6) Any drop-out student of the University may come to the Library in person and apply for a “Drop-Out Student Library Card” by presentation of the “Drop-Out Certificate”, two recent photographs, security deposit of NT\$3,000 and annual fee of NT\$1,000 per school year (or NT\$500 per semester). The validity date of the library card will be limited to the semester for which the annual fee has been paid. The security deposit may be returned without interest upon re-registration of the student. Any re-issuance will be subject to processing fee of NT\$200. No annual fee will be refunded for early termination.
- (7) Any full-time teaching staff/employee of the University may file an application in person with the Library for “Family Reading Card” for his/her spouse or direct family member (grandparents, parents and children) by presenting two recent photographs and relevant justification documents, accompanied by a processing fee of NT\$200. The same processing fee is payable upon lost and re-issuance.

Article 3. The following books and information may only be read inside the Library:

1. Reference books (dictionaries, phase books, encyclopedia, almanac, etc.), rare versions, limited versions and special collections.
2. Graduation theses and reference books assigned by professors.
3. Periodicals and bound copies of periodicals.

Article 4. 1. The loan period for books is 30 days. If the borrowed book is reserved by another reader, its loan period will shorten from 30 days to 14 days.

2. The loan period of books for full-time teaching staff is 60 days. If the borrowed book is reserved by another reader, its loan period will shorten from 60 days to 14 days.
3. The various categories of library readers and their borrowing volumes(items) for library materials from the general collections are as follows. Materials from Multimedia Center are to be combined with the number of books borrowed, subject to further borrowing rules in accordance with Article 5 hereof.
 - (1) Full-time teaching staff may borrow up to 100 books
 - (2) Part-time teaching staff and part/full-time employees may borrow up to 50 books (items)
 - (3) Graduate students may borrow up to 80 books
 - (4) Undergraduate students may borrow up to 50 books (items)
 - (5) Retired teaching staff and employees, alumni of the University and persons outside the University may borrow up to 10 books (items)
 - (6) Off-campus authorized readers may borrow up to 5 books (items)
 - (7) Students not pursuing a degree may borrow up to 20 books (items)
 - (8) Drop-out students may borrow up to 10 books (items)
 - (9) The number of books (items) that may be borrowed and booked by any family member of full-time teaching staff and employee shall be calculated on combined basis with the teaching staff/employee him/herself
4. During summer and winter vacations, the Library may further determine the loan period.
5. Any teacher of the University who receives public funding may borrow “research books” purchased for academic research until the completion of the research project. If the books still need to be used after the end of the project, renewals may be allowed.

Article 5. The borrowing rules of materials from the Multimedia Center are as follows:

1. Full-time teachers may borrow up to 5 items for 7 days.
2. Staff, janitors, registered students, non-full-time staff and retired staff may borrow up to 2 items for 5 days.
3. The borrowed materials should be returned to the Multimedia Center during its opening hours and may not be done through the book drop-off box.
4. Newly arrived materials may not be available for borrowing, or the borrowing period may be shortened.
5. No prior booking or renewal for materials of the Multimedia Center.

Article 6. Compensation for Library Collection

1. Any reader who loses, steals or destroys any library material shall be liable for compensation.
2. Compensation for library material shall be based on purchasing exactly the

contents of the original information.

3. If the original information cannot be purchased, it shall be handled in accordance with the following:

(1) Books:

- i. If there is any newer version of information, the newer version may be provided instead, provided that books or information in contradiction with the Copyright Law may not be used to replace the original information.
- ii. Cash compensation shall be based on the prices listed in the registration books. Publications before 1971 (inclusive) shall be repaid at 5 times the registered price. Publications after 1972 (inclusive) shall be repaid at 3 times the registered price. Such compensation amount shall not be less than NT\$1,000 for hard copy of foreign language information, NT\$600 for paper copy. For information in the Chinese language, the compensation shall not be less than NT\$350 for hard copy and NT\$250 for paper copy.
- iii. If the purchase price or donation information cannot be verified, each book (piece) of foreign language information should be compensated at NT\$2,000, NT\$500 for Chinese language information.
- iv. If the attachment to any book is non-book information, original information should be replaced or compensate. However, if stand-alone purchase is not possible or if the attachment cannot be priced alone, the above provisions shall apply based on the price of the full package.
- v. Publications from Mainland China after 1950 (inclusive) shall be compensated at 10 times the registered prices.
- vi. Packaged books and information shall be calculated based on the package prices in accordance with the standard under subsection ii of this section.

(2) Non-Book Information

- i. Periodicals: Compensation should be provided at 3 times the fixed price per issue. If the price cannot be verified, each volume of foreign language periodical shall be compensated at NT\$6,000 and each volume of Chinese language periodical shall be compensated at NT\$500.
- ii. Audio-Visual Information: Compensation should be provided at 3 times the registered price per piece (set) of audio-visual information. If the price cannot be verified, foreign information shall be compensated at NT\$6,000 per piece and Chinese information shall be compensated at NT\$2,000 per piece.
- iii. CD-ROM Database
 - (1) Compensation at 1.5 times the fixed price for information of the current year
 - (2) Compensation at 2 times the fixed price for information other than the current year.
 - (3) If the original price is calculated in New Taiwan Dollars, the compensation should be calculated in New Taiwan Dollars. If the original price is calculated in foreign currency, the original price should be multiplied by the foreign exchange rate of the current day.

Article 7. Disposition of Stolen and Destroyed Information

Any reader who brings any collection away from the Library without going through the borrowing procedure or destroys any collection inside the Library shall be liable compensation in accordance with Article 6 and the Library Rules for Reader Violations hereof.

Article 8. If the reader wishes to borrow any book that has already been checked out by another reader, a reservation may be made. If the borrowed book has no reservation, it can be renewed every month up to 1 year.

Article 9. If any book or material is overdue, the overdue fine is NT\$5 per day for each book (item) If any book or material is overdue more than 30 days, the fines will stop accumulating and change to suspend the lending right day by day.

Article 10. When the Library carries out stock-take or binding of books, it may notify the borrower at any time and require that the borrowed book be returned. If the booked book or material is listed in Course Reserve or other essential condition, the Library shall cancel the booking.

Article 11. The reader shall not transfer a service badge, student card or borrowing card to any other person. If there is any violation, the Library shall be liable compensation in accordance with the Library Rules for Reader Violations, and the borrowed book or material shall be returned. If the reader loses his/her service badge, student card or borrowing card, he/she shall immediately notify the Library and declare such loss. Otherwise if the Library suffers any loss due to the use by any third party, the original ID holder shall be responsible for compensation.

Article 12. When the reader leaves the job, is expelled from school, drops out of school or leaves the school after graduation, he/she should first return the borrowed books and then carry out the departure procedure.

Article 13. These Rules are published and implemented after approval by the Administrative Meeting and approval by the Principal. The same shall be applicable to any amendment hereof.