

## 國立中興大學圖書館還書箱使用須知（中英文版）

第一條 國立中興大學圖書館(以下簡稱本館)為便利讀者於閉館期間歸還圖書，特設立還書箱。

第二條 使用還書箱，秉持誠信原則。

第三條 還書箱使用時間為24小時。

第四條 還書箱僅限投入向本館借閱之圖書，因誤投而產生之問題由讀者自行負責。

第五條 下列資料請勿投入，否則應負損壞賠償責任：

（一）連附件(如磁片、光碟片)一起借用之圖書。

（二）無法投入之大型圖書。

（三）污損或受潮之圖書。

第六條 實際歸還圖書冊數，以本館點收為準。並請於次一工作日連上本館網頁查詢個人借閱紀錄或致電借還書櫃台洽詢，以確認還書手續是否完成。

第七條 利用還書箱自行還書，於本館未點收前，可借用圖書冊數仍以電腦記錄為準。逾期歸還所產生之罰款，系統將自動核計。

第八條 使用還書箱自行歸還逾期圖書者，本館除依規定處以罰款外，罰款未繳清前，本館得暫停其借書權利。

第九條 本須知如有未盡事宜，依「國立中興大學圖書館借閱規則」辦理。

第十條 本須知經館長核定後公布實施，修正時同。

## National Chung Hsing University Library Book Return Service Rules

1. The National Chung Hsing University Library (hereinafter referred to as the "Library") has established a book return box in order to facilitate the return of books by readers during the closing hours of the Library.
2. The book return box should be available 24 hours a day.
3. The books return box should only be used during the closing hours of the Library. Please return the book at the circulation desk during the opening hours of the Library.
4. The book return box is limited to books borrowed from the Library. Any issue incurring from any book return by mistake will be the reader's own responsibility.
5. Please do not drop off the following into the box. Otherwise you will be responsible for compensating any damage:
  - (1) Books that were borrowed together with any attached object (such as disk or CD-ROM).
  - (2) Large-size books that cannot be dropped in.
  - (3) Books that are stained or wet.
6. The actual number of books returned is to be determined by the Library. Please log on to the website of the Library on the following working day to verify your personal borrowing record or call the return reception to check whether the book return procedure has been completed.
7. If the book return box is used to return a book, before the Library checks and confirms, the number of books that may be borrowed shall be determined by the computer record. The system will automatically calculate any fine from late return.
8. If the book return box is used to return books after the return deadline, the Library may impose fines in accordance with the rules. Before the fine is paid, the Library reserves the right to suspend further borrowing right.
9. Any matter that is not fully provided for hereunder shall be in accordance with the "National Chung Hsing University Library Borrowing Rules".
10. These Rules are published and implemented after approval by the Library Director. The same shall be applicable to any amendment hereof.