

國立中興大學圖書館閱覽規則（中英文版）

中華民國 95 年 04 月 20 日圖書館諮詢委員會第 26 次會議通過
中華民國 95 年 6 月 21 日校長核定
中華民國 98 年 10 月 5 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（第 2、9 條）
中華民國 108 年 6 月 12 日第 425 次行政會議修正通過（第 2 條）

第一條 國立中興大學圖書館（以下簡稱本館）為發揮大學圖書館應有功能，保障入館讀者公平利用館內資源設備，並維護讀者館內閱覽及查詢資料之權益，特訂定國立中興大學圖書館閱覽規則（以下簡稱本規則）。

第二條 讀者應於開放時間內持本人有效證件刷卡入館，開放時間由本館公告。有效證件之認定：

- 一、本校教職員工生憑學校核發之服務證、學生證入館閱覽。
- 二、本校兼任教師及其他非專任人員、校友、退休人員、非攻讀學位學員、本館志工、休學生、尚未註冊之研究所新生憑本館核發之借書證入館閱覽。
- 三、本校教職員工眷屬憑本館核發之閱覽證。若未滿十二歲之眷屬，須由成人（教職員工本人或直系血親親屬）陪同入館閱覽。
- 四、各合作單位憑本館認可之借書證或閱覽證入館閱覽。
- 五、經核定之本校鄰近社區人士憑本館核發之閱覽證入館閱覽。
- 六、校外人士須年滿十八歲，憑藉有效之身分證件（身分證、駕照、含照片之健保卡、他校學生證或教師證等）換取臨時閱覽證入館閱覽。
- 七、外籍人士憑護照或居留證換取臨時閱覽證。

本館閱覽席位有限，校外人士同一時段限制進館人數，由本館依實際情況訂之。臨時閱覽證應妥善保管，若有遺失或折損，應立即至本館服務櫃檯掛失，並繳交工本費新台幣二百元。離館時應繳回臨時閱覽證以換回原證件。逾期未換回之各種證件本館不負保管之責。讀者證限本人使用，不得轉借或交換，轉借或交換他人使用經查獲者，依本館讀者違規處理辦法處理。如有遺失應立即向本館聲明報失，並向原核發單位申請補發。

- 第三條 本館館藏採開架式閱覽，於開放時間內，讀者可自由進入使用館藏。惟參考書、期刊、報紙及其他特殊圖書資料等，限於館內閱覽使用，概不外借。
- 第四條 凡重製保有著作權之館藏書刊資料，應遵守著作權法及其他有關法令之規定，違者應自負一切法律責任。
- 第五條 為保持閱覽環境之安全、清潔與寧靜，不得攜帶違禁品、食物及飲料入館，並嚴禁吸煙、嚼檳榔、飲食、臥睡、喧嘩及其他影響讀者權益之行為。進入本館應將行動電話等電訊設備轉換成震動或留言方式；行動電話請在讀者休息區使用。讀者個人物品應自行保管，離館時應將個人物品攜走，如有損毀遺失，本館概不負責。
- 第六條 借閱本館圖書應憑借書證辦理，借閱圖書相關事宜依據本館「圖書資料借閱辦法」之規定辦理。
- 第七條 讀者利用本館各樓層空間資源設備及館藏，應遵循本館各館室空間相關使用辦法。
- 第八條 讀者應妥為愛護本館圖書資料及各項器材設備，不得有污損、破壞、及擅自攜出等情事。
- 第九條 讀者入館應遵守本館各項規則及規定事項，共同維護館內閱覽環境品質，若有違規情事，依本館讀者違規處理辦法處理。
- 第十條 本規則經行政會議通過，報請校長核定後實施，修正時亦同。

Rules and Regulations of National Chung Hsing University Library

Approved by 26th meeting of the Library Consultation Committee on April 20th 2006

Approved by the Principal on June 21st 2006

Revision approved by the 28th meeting of the Library Consultation Committee on October 5th 2009

Revision approved by the 349th Administrative Meeting on January 6th 2010

Revision approved by the 376th Administrative Meeting on February 27th 2013 (Article 2, 9)

Revision approved by the 425th Administrative Meeting on June 12th 2019 (Article 2)

Article 1. The National Chung Hsing University Library (“Library”) has established the National Chung Hsing University Library Reading Rules (“Rules”) to promote the required functions of a university library, protect readers’ fair use of the Library’s resources and equipment and the readers’ interest in reading and searching information in the Library.

Article 2. Readers should enter the Library by swiping valid personal IDs during the opening hours. The opening hours will be published by the Library. Valid IDs are determined as follows:

1. Faculties, staffs and students of the University may enter the Library by presentation of faculty or staff ID card or student card issued by the school.
2. Adjunct professions and part-time staffs, alumni, retired staff, non-degree students, volunteers of the Library, deferred student and new graduate school students who are not yet registered may enter the Library by presentation of a borrowing card issued by the Library.
3. Family members of faculty or staff of the University may enter the Library by presentation of Library card issued by the Library. Any family member under 12 years of age may only enter the Library if accompanied by an adult (faculty or staff him/herself or a direct relative).
4. Members of cooperative organizations may enter the Library by presentation of a borrowing card or access card issued by the Library.
5. Neighbors near the University may enter the Library with a library card issued by the Library.
6. Any off-campus visitors over the age of 18 may enter the Library by exchanging a valid ID (ID card, driver’s license, national health insurance card with photo, student or teacher’s card of another university) for a visitor card.
7. Foreigners may exchange a passport or residence card for a visitor card.

The Library has limited reading seats. During the same period, the number of visitors will be limited as determined by the Library based on the actual situation. The visitor should take care of the visitor card. If the visitor card lost or broken, the visitor shall report to the Library immediately and pay the service fee of NT\$200. Upon leaving the Library, the visitor card should be returned for the original ID. The Library is not responsible for any ID not claimed after the deadline.

The library card is limited to the personal holder and cannot be lent or exchanged. Any person discovered to have lent or exchanged any ID to or with another person, the Library shall be liable compensation in accordance with the Library Rules for Reader Violations. If the library card is lost, with the holder shall report to the Library immediately and apply for re-issuance by the original issuing organization.

Article 3. The Library’s books are displayed on open shelves. During opening hours, readers may freely enter the Library to use the Library collection. However, reference books, periodicals, newspapers and other special library materials are limited to use inside the Library.

Article 4. Any reproduction of any copyrighted Library materials shall be consistent with Copyright Law and other relevant legislations. Any violators shall bear sole legal liability.

Article 5. In order to maintain the safety, cleanness and tranquility of the reading environment, contraband, food and drink are not allowed in the Library. Smoking, chewing betel nut, eating, sleeping, making loud noises or other acts affecting the other readers' interest are strictly prohibited.

Upon entering the Library, telecommunication equipment such as mobile phones shall be turned in vibration or voicemail mode. Mobile phones should only be used in the readers' lounge. Readers are responsible for the safekeeping of their personal objects and should bring them away upon leaving the Library. The Library shall not be responsible for any damage or loss.

Article 6. Readers should borrow library materials with borrowing cards. Matters related to borrowing books shall be in accordance with the "Library Material Borrowing Rules".

Article 7. Readers should use the Library's space, resource, equipment and collection on each floor, in accordance with the relevant rules of the Library.

Article 8. Readers should cherish to the Library's materials and various equipment, without any staining or damaging them, nor take them out of the Library without authorization.

Article 9. Readers should comply with all rules and regulations of the Library and jointly maintain the quality of the reading environment inside the Library. If there is any violation, the Library shall be liable compensation in accordance with the Library Rules for Reader Violations.

Article 10. These rules are implemented after approval by the Administrative Meeting and approval by the Principal. The same is applicable to any amendment hereto.