

國立中興大學圖書館讀者違規處理辦法（中英文版）

中華民國 98 年 10 月 28 日第 347 次行政會議訂定通過
中華民國 101 年 6 月 13 日第 371 次行政會議修訂通過
中華民國 107 年 4 月 25 日第 414 次擴大行政會議修正通過（第 5、6 條）

第一條 國立中興大學圖書館（以下簡稱本館）為維護讀者利用本館各項資源之權益及本館之正常運作，特訂定國立中興大學圖書館讀者違規處理辦法（以下簡稱本辦法）；如違反本館閱覽規則者，則依本館閱覽規則之規定處理。

第二條 進入本館應憑本人有效證件入館，讀者證件限本人使用，不得轉借他人，如有遺失應立即向本館聲明報失，以維護個人權益，並向原核發單位申請補發；如在聲明前因證件遭人冒用致本館圖書資料蒙受損失時，原持證人應負賠償責任。持他人證件入館者或將證件借予他人者，如經發現本館得保留該證件通知原持證人領回或送回發證單位，雙方均以記點二次處理。

第三條 讀者使用本館應遵守規定，於指定空間外，不得有下列行為，違者記點一次：

一、吸煙、飲食、喧嘩之行為。

二、違規不聽勸阻或態度惡劣者。

三、本館圖書資料及各項設備器材未經借閱程序，擅自攜進研究小間或攜出館外者。

四、將帳號借予他人或冒用他人帳號使用電子資源。

五、擅自利用本館設備拷貝、轉錄或其他違反著作權法之行為。

六、預佔座位，離座超過二小時即視同預佔座位，除記點外本館得將其物品集中存放，本館不負保管之責任。

七、其他不當或影響讀者權益之行為。

第四條 讀者應愛護本館各項設備器材，不得有污損、破壞之行為，倘使設備器材受損，應負損壞賠償責任。

第五條 違反本辦法規定事項情節重大者，如侵佔、偷竊、性騷擾、性侵害、閉館後不當滯留館內等或其他經本館認定之重大違規情事，本校讀者移送本校相關單位依法

處理，並停止入館與借閱權六個月；校外人士則通知警察機關處理，並得永久取消入館資格。

第六條 凡違反本辦法規定事項者，經本館同仁登記違規記點合併計算達二點者，本校讀者停止其借書權利一個月，校外人士則禁止入館閱覽三個月。

第七條 持策略聯盟高中學校閱覽證違反本辦法規定事項，同一學校違規記點累計達二點（含）者，本館除撤銷已核發該校之閱覽證一張外，並將違規行為轉知該校。

第八條 本辦法經行政會議通過後實施，修正時亦同。

National Chung Hsing University Library Rules for Reader Violations

Approved by the 347th Administrative Meeting on October 28, 2009

Revision approved by the 371st Administrative Meeting on June 13, 2012

Revision approved by the 414th Extended Administrative Meeting on April 25, 2018 (Articles 5 and 6)

- Article 1. The National Chung Hsing University Library (hereinafter referred to as the "Library") has established the National Chung Hsing University Library Rules for Reader Violations (hereinafter referred to as the "Rules") to safeguard readers' rights to utilize the Library's resources and to ensure the Library's normal operations. Any violation of the Library's reading rules shall be handled in accordance with the provisions set forth in these Rules.
- Article 2. Access to the Library is subject to a valid personal ID. Readers' IDs are limited for personal use and shall not be used by any other person. In case of loss, a declaration shall be filed with the Library immediately in order to protect the personal interest and an application shall be filed with the original issuer organization for re-issuance. If the ID is used fraudulently by another person before the declaration of loss is filed, causing any loss to the collection of the Library, the original ID holder shall be liable for compensation. If the Library discovers that any person enters the Library by presentation of any other person's ID or that any person allows any other person to use his/her ID, the Library may withhold such ID and notify the original ID holder to take back the ID or send the ID to the issuer organization. Both persons will lose two points.
- Article 3. In using the Library, readers should comply with these rules and shall not engage in any of the following acts. Violators will lose one point.
1. Smoking, eating, drinking, or making loud noises.
 2. Violation of rule and failure to follow instruction or bad attitude.
 3. Bringing any books, information or equipment of the Library into the individual research room or outside the Library without completing the borrowing procedure.
 4. Allowing any other person to use one's account or fraudulent use of any other person's account in using electronic resources.
 5. Unauthorized use of the Library's equipment to copy, record or engage in any act in violation of the Copyright Law.
 6. Occupying any seat in advance. Leaving a seat for two hours or more shall be deemed seat occupying a seat in advance. In addition to losing points, the Library may also put the personal items in a centralized place. The Library shall not be liable for the safekeeping of such objects.
 7. Other improper act or any act affecting the readers' interest.
- Article 4. Readers should carefully maintain the equipment of the Library and shall not have any act causing stain or damage. If the equipment suffers any damage, the reader shall be liable for compensating the damage.
- Article 5. In cases of serious violations of these Rules, such as embezzlement, theft, sexual

harassment, sexual assault, unauthorized stay inside the Library after closing hours, or any other serious violations determined by the Library, members of the University shall be referred to relevant University authorities for legal action, and their access and borrowing privileges shall be suspended for six months. For external visitors, the police will be notified for further handling, and their access to the Library may be permanently revoked.

- Article 6. Any reader who violates these Rules and accumulates two points as recorded by the Library staff shall have their borrowing rights suspended for one month if they are a member of the University. External visitors will be prohibited from accessing the Library for three months.
- Article 7. If the violations of these Rules by holders of library cards issued to any single strategic alliance high school results in more than 2 breach points (inclusive) on combined basis, the Library will cancel one card issue to such school and inform such school of the violation.
- Article 8. These Rules are published and implemented after approval by the Administrative Meeting. The same shall be applicable to any amendment hereof.