

# 國立中興大學系（所）際圖書借閱辦法（中英文版）

中華民國 95 年 4 月 17 日第 241 次行政會議延續會通過  
中華民國 90 年 12 月 18 日圖書館諮詢委員會第 23 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

- 一、為促進本校各單位圖書之充分利用，流通借閱，特訂立本辦法。
- 二、凡本校教職員工學生，欲借閱其他系（所）藏書者，得向本校圖書館（以下簡稱本館）辦理系（所）際聯合借書證。
- 三、借閱人得憑證至全校各系（所）圖書室借閱圖書。借書冊數及期限如下：
  - （一）教師、研究生：五冊；借期七天。
  - （二）大學部學生、職員、工友：三冊；借期七天。借書期滿，如無人預約，得續借一次。
- 四、借書應按時歸還，如逾期經催還一次仍不還者，由該借出之圖書室在借書證上註記，並停止其在各圖書室之借閱權；停借日數為逾期日數之兩倍。逾期一個月未還，得由各圖書室知會本館，由本館催還並停止其借書權。
- 五、借書證不得轉借他人，違者停止其在本學期內之借書權。並追還所借圖書。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蒙受損失，原持證者應負責賠償。申請補發借書證需先經本館查證已還清所借圖書。
- 六、各系（所）圖書室負責人可於必要時通知借閱者，收回其所借圖書。
- 七、借閱圖書如有遺失、污損、毀壞等情事，借閱人須依「國立中興大學圖書館館藏資料 賠償暨違規處理辦法」賠償。
- 八、借閱人於離職、退學、休學、畢業離校時，應先歸還借書，並至本館繳回借書證，方可辦理離職、離校手續。
- 九、系（所）際借書以普通圖書為限，善本書、參考書、期刊等均不外借。
- 十、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 Inter-Department (Inter-Institutes)-Library Borrowing Rules**

Approved by the 241<sup>st</sup> adjourned Administrative Meeting on 17 April 2006

Revision approved by the 23<sup>rd</sup> Library Consulting Committee Meeting on 18 December 2001    Revision

approved by the 28<sup>th</sup> Library Consulting Committee Meeting on 5 October 2009

Revision approved by the 349<sup>th</sup> Administrative Meeting on 6 January 2010

1. These rules have been established in order to promote full use, circulation and borrowing of books by each division of the University.
2. Any faculty, staff or student of the University who wishes to borrow any collection from other department institute may apply for a department joint library card with the library of the University (hereinafter referred to as the “Library”).
3. The borrower may use the card to borrow books from the library of any department institute of the University with the following borrowing volume and period restrictions:
  - (1) Teachers and graduate students: 5 books for 7 days.
  - (2) Undergraduate students, staff and janitors: 3 books for 7 days. If there is no reservation upon expiry of the borrowing period, one time of renewal will be granted.
4. Borrowed books should be returned on time. If any book is not returned after one reminder, the issuing library will make a note on the library card and suspend the borrowing right in each library. The period of suspension shall be two times the period of delay. If the delay exceeds one month, the relevant library will notify the Library. The Library will require the borrower to return the book and will suspend the borrowing rights.
5. The library card cannot be transferred to any other person. Any violator's right will be suspended for the current semester and the borrowed book shall be returned. If the library card is lost, the Library shall be notified immediately. Otherwise the original cardholder shall be responsible for compensating any loss incurred by any third party. Any re-issuance of any library card shall be subject to prior clarification by the Library that all borrowed books have been returned.
6. As required, the library administrator of each department (institute) may notify the borrower to return the borrowed books.

7. In case of any loss, stain or damage of borrowed book, the borrower shall provide compensation in accordance with the “National Chung Hsing University Library Collection Compensation and Violation Rules”.
8. The borrower shall return all borrowed books before leaving the University pursuant to departure from the job, expulsion, drop-off or graduation. The departure procedure shall only be carried out after the library card is returned to the Library.
9. Only ordinary books may be borrowed from the departmental libraries. Rare books, reference books and periodicals are not available for borrowing.
10. These rules are published and implemented after approval by the administrative meeting and verification by the principal. The same shall be applicable to any amendment hereof.