

國立中興大學圖書館提供策略聯盟高中學校教職員工生進館閱覽服務要點（中英文版）

中華民國 101 年 5 月 25 日第 12 次主管會議通過

第一條國立中興大學圖書館（以下簡稱本館）為服務本校策略聯盟高中學校，加強雙方合作關係，特訂定「國立中興大學圖書館策略聯盟高中學校教職員工生進館閱覽服務要點」（以下簡稱本要點）。

第二條服務對象為本校策略聯盟高中學校之在學學生及編制內教職員工。

第三條聯盟學校師生以本館核發之閱覽證，每校 10 張，於本館開放時間內刷卡入館，本校期中、期末考期間限制入館，確切時間依本館公告。

第四條聯盟學校師生可持本館核發之閱覽證進館閱覽、查找資料及在館內使用電子資源，不包括使用自習室、興閱坊及多媒體中心。

第五條聯盟學校師生入館時請持原校職員證或學生證備查，閱覽證請勿轉借他人使用或變造，遺失及補發證件另收取工本費。

第六條策略聯盟學校進館閱覽均以本館核發之閱覽證為憑，閱覽證如有遺失應儘速告知本館，凍結該閱覽證權利；如有因閱覽證遺失致使本館蒙受損失，其損失責任由使用所屬學校負責。

第七條策略聯盟學校應設有業務專責承辦人負責證件之收執管理、借用登記及督導持閱覽證者遵守本館相關規定，若有違規情事，依「中興大學圖書館讀者違規處理辦法」處理。

第八條本要點若有未盡事宜，希依本館相關規章辦理。

第九條本要點經本館主管會報通過後實施。

National Chung Hsing University Library Guidelines for the Faculty, Staff, and Students of Strategically Allied High Schools.

Approved by the 12th Executive Meeting on May 25, 2012

1. The National Chung Hsing University Library ("Library") has established the Guidelines for Providing Reading Services to Faculty, Staff, and Students of Strategically Allied High Schools. ("Guidelines")
2. The service targets are currently students, full-time faculty and staff of the Library's strategic alliance high schools.
3. Teachers and students of alliance schools may use the Library-issued Access Cards, with a limit of 10 cards per school, to swipe for entry during the Library's opening hours. Access will be restricted during the University's mid-term and final examination periods, with specific dates announced by the Library.
4. Teachers and students of alliance schools may use the Library-issued Access Cards to enter the Library for reading, and accessing electronic resources within the Library. This does not include access to study rooms, Learning Common, or the Multimedia Center.
5. Teachers, staff, and students from alliance schools are required to present their original staff ID or student ID for verification when entering the Library. The access cards must not be lent, transferred, or altered. A replacement fee will be charged for lost or reissued cards.
6. Access to the Library for alliance schools is granted based on the access cards issued by the Library. In case of loss, the Library must be notified immediately to suspend the privileges of the card. If the loss of the card results in any damages to the Library, the school to which the cardholder belongs shall be held responsible for such damages.
7. Alliance schools shall appoint a designated staff member responsible for the receipt, management, and registration of access cards, as well as overseeing cardholders' compliance with the Library's relevant regulations. Any violations will be handled in accordance with the National Chung Hsing University Library Rules for Reader Violations.
8. Any matters not covered in these Guidelines shall be handled in accordance with the relevant regulations of the Library.
9. These Guidelines are published and implemented after approval by the Executive Meeting. The same shall be applicable to any amendment hereof.