

國立中興大學圖書館提供附屬高級農業職業學校與附屬高

級中學教職員工生圖書借閱服務要點（中英文版）

102 年 9 月 5 日圖書館第 13 次主管會議決議通過

104 年 9 月 23 日圖書館第 8 次主管會議修正通過

- 一、國立中興大學圖書館（甲方）為共享圖書資源，提供附屬高級中學與附屬高級農業職業學校（乙方）教職員工生閱覽暨借閱服務，特訂定本要點。
- 二、乙方教職員工得憑「教職員工證」親自辦理借閱圖書。乙方學生可憑甲方核發之五十張「興大附中附農借書證」親自辦理借閱圖書。
- 三、借閱範圍以甲方可供外借之圖書為限，不包含系所圖書室及館際合作館之圖書。
- 四、教職員工借閱權限
 - （一）可借圖書二十冊，可預約五冊圖書。
 - （二）借期三十天，借閱期滿若無人預約，一年內得不限次數續借。
 - （三）借閱圖書逾期時，每冊逾期一日應繳納逾期滯還金新台幣五元。
- 五、學生借閱權限
 - （一）可借圖書五冊，不可預約。
 - （二）借期十四天，不可續借。
 - （三）借閱圖書逾期時，每冊逾期一日，應繳納逾期滯還金新台幣五元。
 - （四）借書除須憑「興大附中附農借書證」辦理借閱外，須另提供借用人學生證並予註記。所借圖書尚未歸還前，該借書證不得交由其他人使用。甲方提供乙方五十張借書證之借閱紀錄查詢帳號密碼，乙方需確認借用人歸還借書證時其所借圖書確實已歸還。
 - （五）於本校期中、期末考期間限制使用，確切時間依本公告為準。
- 六、乙方教職員工新進時，需提供符合甲方需求之相關資料以利甲方建立讀者檔；教職員工離職、退休、證件遺失等異動情形，亦需提供相關資料知會甲方。
- 七、乙方教職員工離職或學生畢業離校時，乙方須協助查核及催還其在甲方所借之圖書。
- 八、乙方教職員工生入館應遵守甲方各項規則及規定事項，共同維護館內閱覽環境品質。
- 九、本要點未規定之事項依甲方相關辦法辦理，乙方借用人如未能配合規定辦理，應由乙方負連帶保證責任。
- 十、本要點經本館主管會議通過後實施，修正時亦同。

National Chung Hsing University Library Guidelines for the Affiliated Taichung Senior Agricultural Vocational High School, and the Affiliated Senior High School of National Chung Hsing University Staff and Students

Approved by the 13th Library Executive Meeting on September 5, 2013

Revision approved by the 8th Library Executive Meeting on September 23, 2015

1. The National Chung Hsing University Library (hereinafter referred to as Party A) has established these Guidelines to share library resources and provide reading and borrowing services for faculty, staff, and students of the Affiliated Taichung Agricultural Senior High School of National Chung Hsing University (hereinafter referred to as Party B).
2. Faculty and staff of Party B may personally borrow library books using their Employee ID Cards. Students of Party B may borrow library books in person using one of the 50 Borrowing Cards issued by Party A.
3. The borrowing scope is limited to books available for lending in Party A's collection and does not include books from departmental libraries or interlibrary cooperation libraries.
4. Borrowing Privileges for Faculty and Staff
 - (1) Up to 20 books may be borrowed, with a maximum of 5 books available for reservation
 - (2) The borrowing period is 30 days. If no reservation is placed, unlimited renewals are allowed within one year.
 - (3) If borrowed books are overdue, a fine of NT\$5 per book per day will be charged.
5. Student Borrowing Privileges
 - (1) Borrowing Limit: Up to 5 books; reservations are not allowed
 - (2) Loan Period: 14 days; renewals are not permitted.
 - (3) Overdue Fine: NT\$5 per book per day.
 - (4) When borrowing books, students must present the "The Affiliated Senior High School of National Chung Hsing University Library Borrowing Card" along with their student ID for verification. Until the borrowed books are returned, the borrowing card may not be transferred to or used by others. The Library (Party A) will provide the affiliated schools (Party B) with an account and password to access **the borrowing records of the 50** issued borrowing cards. Party B must ensure that the borrowed books are fully returned when the borrowing card is reclaimed.
 - (5) Usage of borrowing privileges will be restricted during the University's mid-term and final examination periods, with specific dates subject to Library announcements.

6. When new faculty and staff members of Party B join, they are required to provide relevant information as requested by Party A to facilitate the creation of reader records. In the event of resignation, retirement, or loss of identification, Party B must also provide relevant information to notify Party A.
7. When faculty and staff of Party B resign or students graduate and leave the school, Party B shall assist in verifying and recalling any books borrowed from Party A.
8. Faculty, staff, and students of Party B shall comply with all rules and regulations of Party A and work together to maintain the quality of the library's reading environment.
9. Matters not specified in these Guidelines shall be handled in accordance with the relevant regulations of Party A. If borrowers from Party B fail to comply with the regulations, Party B shall bear joint and several liability.
10. These Rules are published and implemented after approval by the Executive Meeting. The same shall be applicable to any amendment hereof.