國立高雄餐旅大學圖書館閱覽規則

NKUHT Library Usage Rules

101年12月6日本校第275次行政會議審議通過
Approved by the 275th Administrative Council, Dec 6, 2012
103年12月25日本校103學年度第1學期第1次校務會議通過(法規最末條條文統一修正)
Approved by the 1st University Council Meeting of the 2014 Academic Year, Dec 25, 2014 (Final article amended)
108年4月22日配合本校組織規程教育部臺教技(二)字第1080055537號函核定修正(組織名稱、職稱變更)
Administrative amendments (organizational name and titles) approved by MOE Letter No. 1080055537, Apr 22, 2019

第一條（宗旨）

國立高雄餐旅大學圖書資訊處(以下簡稱本處)為保障入館讀者公平利用館內資源設備之權益，並維護優良之閱覽環境，特訂定本規則，以為讀者利用規範及本處工作人員執行公務依據。

Article 1 (Purpose) To ensure fair access to resources and equipment for all readers and to maintain an excellent reading environment, the Library and Information Services Office (hereinafter "the Library") hereby establishes these regulations as the standard for reader conduct and the basis for staff in the performance of their duties.

第二條（入館條件）

本校教職員工生應憑本人有效證件入館，及使用圖書館各項資源，不得使用他人證件或偽造證件，違者一經發現，悉依本規則第十一條以情節重大處理。校外人士應先至校門口警衛室換證並憑證於圖書館流通櫃檯登記後，方可入館閱覽。

Article 2 (Entry Requirements) NKUHT faculty, staff, and students must use their own valid ID to enter the Library and access resources. Using another person’s ID or forged identification is prohibited; violators will be handled as "serious offenses" under Article 11. External visitors must first deposit their ID for a pass at the campus security gate and then register at the Library circulation desk before entering.

第三條（入館規定）

讀者不得攜帶食物、飲料(白開水除外)、寵物(導盲犬除外)等入館，必要時，本處有權要求讀者接受館內工作人員檢查及登記違規點數。

Article 3 (Conduct Regulations) Readers are not permitted to bring food, beverages (except drinking water), or pets (except service dogs) into the Library. When necessary, the Library reserves the right to inspect personal items and record violation points.

第四條（入館規定）

館內應保持寧靜，不得喧嘩或其他明顯影響他人閱讀之行為；行動電話或其他會影響

館內寧靜之影音器材，入館後應轉為靜音或振動，不得發出聲響，若接聽請輕聲交談。

Article 4 (Conduct Regulations) Silence must be maintained. Making noise or any behavior that significantly disturbs others' reading is prohibited. Mobile phones and other audio-visual devices must be set to silent or vibrate mode; please keep conversations at a low volume when answering calls.

第五條（入館規定）

讀者應妥為愛護圖書館各項圖書資料及設備，不得有剪裁、藏匿、污損、破壞、製造髒亂或未保持座位整潔之行為，違者應負責恢復原狀或照價賠償。

Article 5 (Conduct Regulations) Readers must care for all library materials and equipment. Cutting, hiding, defacing, damaging, littering, or failing to keep seating areas clean is prohibited. Violators shall be responsible for restoration or reimbursement of the full cost.

第六條（入館規定）

讀者不得任意攜出圖書館各項圖書資源及設備，離館時，若有必要應接受本處工作人員之檢查。

Article 6 (Conduct Regulations) Library resources and equipment must not be removed without authorization. Readers may be subject to inspection by staff when leaving the Library if necessary.

第七條（入館規定）

讀者應注意衣履端莊，維護環境清潔，不得吸煙、飲食、任意丟棄垃圾或其他不雅及妨害他人隱私與安全等行為。

Article 7 (Conduct Regulations) Readers should be appropriately dressed and maintain cleanliness. Smoking, eating/drinking, littering, or any indecent behavior that infringes on others' privacy or safety is prohibited.

第八條（入館規定）

館內公用電腦提供讀者查詢館藏目錄及使用資料庫，請勿從事其他無關行為，如瀏覽色情網站、玩遊戲、線上聊天、不當下載電腦資料、用於處理私事或是無故長時間占用，亦不得違反「台灣學術網路管理規範」等相關規定。

Article 8 (Conduct Regulations) Public computers are provided for catalog searches and database use. Use for unrelated purposes—such as browsing pornographic sites, gaming, online chatting, improper downloading, personal business, or prolonged occupancy—is prohibited. Users must also comply with the "TANet Management Regulations."

第九條（入館規定）

館內嚴禁預占座位(離座三十分鐘以上視為占位)，離開座位，請將貴重物品攜走，否則如有遺失，本處不負任何責任。

Article 9 (Conduct Regulations) Seat-hogging is strictly prohibited (leaving a seat for more than 30

minutes constitutes seat-hogging). Please take your valuables with you when leaving your seat; the Library bears no responsibility for any loss.

第十條（入館規定）

讀者使用各項資源應確實遵守智慧財產權之相關規定，若有違法，自負法律責任。

Article 10 (Conduct Regulations) Readers must strictly comply with Intellectual Property Rights regulations when using resources. Violators shall bear full legal responsibility.

第十一條（違規處罰方式）

讀者應遵守圖書館各項規定，凡違反館內相關規則事項，經本處工作人員登記違規者，或由讀者舉發屬實者，每次違規記點一點，予以勸告並列入紀錄，如不聽從勸導立即修正違規行為時，本處得逕行請其立即離館。每學期違規記點累計達三點以上者，處理方式如下：

一、 本校讀者：立即停止使用館內各項服務(含借書、借視聽資料及使用討論室)一個月。

二、 校外人士：立即停止進入圖書館三個月。

違反本規則情節重大者，本校教職員工生送交人事室或學務處議處；校外人士依相關法律規定移送。

Article 11 (Penalties) Readers must comply with all library regulations. Violations recorded by staff or verified reader reports will result in one demerit point and a warning. Failure to correct behavior immediately after a warning may result in being asked to leave. For those accumulating 3 or more points in a single semester:

1. **NKUHT Readers:** Immediate suspension of all library services (including borrowing, AV materials, and discussion rooms) for one month.
2. **External Visitors:** Immediate suspension of entry privileges for three months.

Serious offenses by NKUHT personnel will be referred to the Personnel Office or the Student Affairs Office for disciplinary action; external visitors will be handled in accordance with relevant laws.

第十二條（制訂及修訂程序）

本規則經圖書諮詢委員會議及行政會議審議通過，陳請校長核定後實施，修正時亦同。

Article 12 (Procedures) These regulations are approved by the Library Advisory Committee and the Administrative Council and implemented upon authorization by the President. The same applies to future amendments.

本規章負責單位：圖書資訊處圖書服務組

Responsible Unit: Library Services Section, Library and Information Services Office