

國立高雄餐旅大學圖書館借閱圖書資料規則

Regulations for Borrowing Library Materials

88年2月3日本校行政會議審議通過

Approved by the Administrative Council, Feb 3, 1999

90年9月6日本校行政會議修正通過

Revised by the Administrative Council, Sep 6, 2001

92年11月27日本校第93次行政會議修正通過

Revised by the 93rd Administrative Council, Nov 27, 2003

95年12月28日本校第154次行政會議修正通過

Revised by the 154th Administrative Council, Dec 28, 2006

98年3月5日本校第196次行政會議修正通過

Revised by the 196th Administrative Council, Mar 5, 2009

99年1月7日本校第214次行政會議修正通過

Revised by the 214th Administrative Council, Jan 7, 2010

99年9月16日本校第228次擴大行政會議修正通過

Revised by the 228th Expanded Administrative Council, Sep 16, 2010

99年11月4日本校99學年度第1學期第2次臨時校務會議修正通過(授權統一修正校名)

Revised by the 2nd Special University Council Meeting of the 2010 Academic Year, Nov 4, 2010 (Name change authorized)

99年11月25日本校第233次行政會議修正通過

Revised by the 233rd Administrative Council, Nov 25, 2010

100年8月10日本校第246次行政會議修正通過

Revised by the 246th Administrative Council, Aug 10, 2011

102年6月6日本校第258次行政會議修正通過

Revised by the 258th Administrative Council, Jun 6, 2013

103年7月2日本校第307次擴大行政會議修正通過

Revised by the 307th Expanded Administrative Council, Jul 2, 2014

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)

105年6月29日本校第354次擴大行政會議修正通過

Revised by the 354th Expanded Administrative Council, Jun 29, 2016

106年1月11日本校第367次行政會議修正通過

Revised by the 367th Administrative Council, Jan 11, 2017

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

111年7月13日本校第489次行政會議修正通過

Revised by the 489th Administrative Council, Jul 13, 2022

第一條 為使本校圖書館(以下簡稱本館)所藏圖書資料充分提供本校教職員工及學生參考、研究、閱覽之用，特依圖書館法第8條規定，訂定本規則。

Article 1 To ensure that the collections of the NKUHT Library (hereinafter "the Library") are fully

available to faculty, staff, and students for reference, research, and reading purposes, these regulations are established in accordance with Article 8 of the Library Act.

第二條 本校教職員工、學生，均憑下列證件借書，若同時具有多重身份者，限擇定一種讀者身份借閱圖書資料，未指定身份時，由本館以借閱權限最優之身份設定：

一、職員工憑本校核發之服務證。

二、兼任教師及非編制內人員得填具「國立高雄餐旅大學圖書館借閱證申請單」(另訂之)，並依申請單交付相關資料，向本館申請借閱證，憑證借書。借書冊數及借期比照編制內教職員工。

三、退休人員得填具「國立高雄餐旅大學圖書館借閱證申請單」(另訂之)，並依申請單交付相關資料，向本館申請借閱證，憑證借書，時效為三年，到期可續延。

四、學生憑學生證。

Article 2 Faculty, staff, and students shall borrow materials using the following identification.

Those with multiple statuses must select one for borrowing; otherwise, the Library will set the status with the most favorable borrowing privileges by default:

1. Faculty and staff: Using the staff ID issued by NKUHT.
2. Adjunct faculty and non-regular personnel: May apply for a library card by submitting the "NKUHT Library Card Application Form" (established separately) along with required documents. Loan quotas and periods follow the rules for regular faculty and staff.
3. Retired personnel: May apply for a library card by submitting the "NKUHT Library Card Application Form" along with required documents. The card is valid for three years and is renewable.
4. Students: Using the student ID card.

第三條 參考書、期刊、報紙、視聽資料、縮影資料、電子出版品、教師指定參考書及新到未編目圖書等，均限館內閱覽使用，概不外借。

Article 3 Reference books, periodicals, newspapers, audio-visual materials, microform materials, electronic publications, faculty-assigned course reserves, and newly arrived uncataloged books are for in-library use only and may not be checked out.

第四條 借書冊數及期限如下：

- 一、教職員工借書為 30 冊，借期 6 週。
- 二、退休人員借書為 20 冊，借期 4 週。
- 三、研究生借書為 30 冊，借期 4 週。
- 四、大學及專科部學生借書為 20 冊，借期 4 週。
- 五、捐贈新台幣十萬（含）元以上之貴賓，借書為 10 冊，借期 4 週。

如教師對其研究計畫案之經費所購入之書刊資料，得辦理「專案借書」，借期至該計畫案結束為止，不受前列冊數、借期之限制。

Article 4 Loan quotas and periods are as follows:

1. Faculty and staff: 30 volumes for 6 weeks.
2. Retired personnel: 20 volumes for 4 weeks.
3. Graduate students: 30 volumes for 4 weeks.
4. Undergraduate and junior college students: 20 volumes for 4 weeks.
5. Guests who have donated NT\$100,000 or more: 10 volumes for 4 weeks.

Faculty members may apply for "Project Loans" for materials purchased with research project funds. The loan period lasts until the end of the project, exempt from the aforementioned quotas and time limits.

第五條 借閱人所借圖書如無人預約，1 年內得不限次數辦理續借，續借期限同借期，但最大借閱期限為 1 年。

Article 5 Borrowed books may be renewed an unlimited number of times within one year, provided no other user has reserved them. The renewal period is the same as the original loan period, with a maximum total loan duration of one year.

第六條 欲借書籍如已為他人借出時，可自行利用電腦連上本館公用目錄查詢系統辦理預約。圖書回館時通知讀者，並保留 5 日(閉館日不計)，逾期不辦理視同放棄。

Article 6 If a desired book is checked out, readers may place a reservation via the Library's Online Public Access Catalog (OPAC). Once returned, the Library will notify the reader and hold the book for 5 days (excluding closing days). Failure to collect the book within this period will result in the

reservation being canceled.

第七條 本館因清查、整理或裝訂圖書時，得隨時通知借閱人，索回借出之圖書。

Article 7 The Library reserves the right to recall borrowed books at any time for inventory, maintenance, or binding purposes.

第八條 未經辦妥借閱手續，而攜帶書籍資料離館者，視情節輕重，報請相關單位議處。

Article 8 Taking library materials out of the building without completing proper checkout procedures will result in a report to relevant units for disciplinary action, depending on the severity of the offense.

第九條 借出之圖書如有遺失，圈點、批註、折角或污損及其他損壞之情事，依「國立高雄餐旅大學圖書館圖書損毀、遺失賠償要點」辦理。

Article 9 Loss of or damage to borrowed books (including underlining, annotations, dog-earing, or soiling) will be handled in accordance with the "NKUHT Library Regulations for Compensation of Damaged or Lost Library Materials."

第十條 本館基於使用者權利義務均衡原則，借閱圖書資料逾期未還者，暫停其借書權並處以每冊(件)每日新臺幣 5 元之滯還金。累積未繳滯還金新台幣 150 元(含)以上者，暫停其借書權至繳清滯還金為止。

Article 10 Based on the principle of balancing user rights and obligations, readers with overdue materials will have their borrowing privileges suspended and be charged an **overdue fine** of NT\$5 per volume/item per day. Borrowing privileges will remain suspended until all accumulated overdue fines are paid, once they reach NT\$150 or more.

第十一條 教職員工離職或學生離校時，須先還清所借圖書及積欠款項，否則不予辦理離職或離校手續。

Article 11 Faculty and staff leaving their post, or students leaving NKUHT, must return all borrowed books and settle any outstanding payments. Failure to do so will result in their clearance procedures not being processed.

第十二條 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 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