國立高雄餐旅大學圖書館校友借書辦法

NKUHT Library Regulations for Alumni Borrowing

88 年 11 月 25 日本校行政會議審議通過
Approved by the Administrative Council, Nov 25, 1999
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
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, 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
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, Dec 25, 2014 (Final article amended)
104 年 11 月 19 日第 340 次行政會議修正通過
Revised by the 340th Administrative Council, Nov 19, 2015
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 approved by MOE Letter No. 1080055537, Apr 22, 2019

第一條 為服務本校校友，並秉持圖書資源共享之理念，適度開放館藏圖書之借閱，圖書資訊處特訂定本校圖書館(以下簡稱本館)校友借書辦法。

Article 1: In order to serve NKUHT alumni and uphold the philosophy of sharing library resources, these "Regulations for Alumni Borrowing" are established by the Office of Library and Information Services to provide access to the library's collection.

第二條 借書證申請：

畢業校友憑本校畢業證書及填寫「國立高雄餐旅大學圖書館校友借書證申請書」乙份，連同本人身份證及一吋半身照片乙張，向本館提出借書證之申請。

Article 2: **Library Card Application**

Alumni must apply with a copy of their diploma, a completed application form, their ID/ARC, and one 1-inch photo.

第三條 收費標準：

一、畢業校友申請借書證時須繳納借書保證金新臺幣壹仟陸佰元整，俟不再借書，並歸還校友借書證，保證金無息退還。

二、校友借書證遺失或損壞，須向本館申請補發並繳交校友借書證工本費新臺幣壹佰元整。

Article 3. **Fees**

(1) A library card deposit of NT$1,600 is required upon application. The deposit will be refunded without interest upon the return of the alumni library card and termination of borrowing privileges.

(2) If the library card is lost or damaged, a replacement fee of NT$100 will be charged.

第四條 借還書相關規定：

一、凡限館內閱覽之資料，概不外借。

二、借書冊數及期限：5 冊，28 天。

三、借書期滿後，不得辦理續借。

四、所需資料外借時，本館不接受預約。

五、逾期罰款金額累計逾保證金額度時，本館得沒收保證金並取消借書權利，所借圖書依法定程序催還。

六、其餘借還書等相關規定，悉依「國立高雄餐旅大學圖書館借閱圖書資料規則」之規定辦理。知本館，以回復原借書權益，並依此辦理保證金退還程序。

Article 4: **Borrowing Rules**

(1) Reference-only materials are not available for loan.

(2) Borrowing limit and period: Maximum of 5 books for 28 days.

(3) Renewals are not permitted.

(4) Reservations (holds) are not permitted.

(5) If total overdue fines exceed the deposit amount, the Library reserves the right to forfeit the deposit and revoke borrowing privileges. Legal action will be taken to recover borrowed materials.

(6) Other borrowing matters shall be handled according to the " Regulations for Borrowing Library Materials".

第五條 有關閱覽及圖書損毀、遺失賠償等悉依本館相關規定辦理。

Article 5. Matters regarding reading, damaged books, or lost materials shall be handled in accordance with relevant library regulations.

第六條 校友申請退還保證金之相關規定如下：

一、請讀者歸還校友借書證、收據（當時辦證的保證金收據）及影印銀行或郵局的儲金存簿封面乙份，並填寫「校友保證金退還申請書」。

二、退還之保證金將由本校直接電匯給讀者。

Article 6. Deposit Refund Procedures

(1) Applicants must return their library card, the original deposit receipt, and provide a photocopy of their bank or postal passbook cover along with a completed refund application form.

(2) The deposit will be refunded via bank transfer.

第七條 其他相關規定：

校友借書證遺失，應立即至本館辦理暫停借書手續，以防他人冒用。如發生冒用情事，被冒用者責任自負，冒用者依本校相關規定議處或移送法辦。

Article 7. **Other Regulations**

If the library card is lost, the owner must report it immediately to suspend borrowing privileges. The cardholder is responsible for any unauthorized use; perpetrators will be subject to university regulations or legal action.

第八條 本辦法經圖書諮詢委員會及行政會議審議通過，陳請校長核定後公布實施；修正時亦同。

Article 8. These regulations are approved by the Library Advisory Committee and the Administrative Council, and implemented upon approval 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