國立高雄餐旅大學圖書館館際圖書互借規定

NKUHT Library Regulations for Interlibrary Loan (ILL)

88年1月25日館務會議審議通過
Approved by the Library Staff Meeting, Jan 25, 1999
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)
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)
106年3月1日館務會議修正通過
Revised by the Library Staff Meeting, Mar 1, 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

一、 本館至他館借書

(一) 申請方式：

凡本校教職員工生親持服務證或學生證到本館流通櫃台，辦理借閱第二款所列合作館館際借書證(各合作館每人限借 1 枚)，每證併入借書冊數計算，借書證使用期限同各類型讀者借閱圖書資料借期，不得續借及預約，使用期滿及離校離職時歸還之，繳回前請務必先行清還所借的圖書及罰款。

(二) 借閱辦法：

至各合作館借書皆不得續借及預約，逾期罰款每冊每日新台幣伍元，逐日累計，餘依該校圖書館管理規則辦理。各合作館可借冊數及借期如下表：

Article 1: Borrowing from Other Libraries

1. Application Method:

NKUHT faculty, staff, and students may present their staff ID or student ID at the Library circulation desk to borrow interlibrary loan (ILL) cards for the partner libraries listed in Section 2 (limit of 1 card per partner library per person). Each ILL card is included in the reader's total loan quota. The loan period for the ILL card is the same as the user's standard borrowing period; renewals and reservations are not permitted. Cards must be returned upon expiration or when leaving the University. All borrowed books and fines must be cleared before returning the ILL card.

2. Loan Rules:

Books borrowed from partner libraries may not be renewed or reserved. Overdue fines are

NT$5 per volume per day, accumulated daily. All other matters shall follow the regulations of the respective partner library. Loan quotas and periods for partner libraries are as follows:

學校 Institutions	可借冊數 Loan Quota	圖書借期 Loan Period
中山大學圖書館 NSYSU Library	2冊 2 Volumes	14天 14 Days
高雄師範大學圖書館 NKNU Library	2冊 2 Volumes	14天 14 Days
陸軍官校圖書館 CMA Library	2冊 2 Volumes	14天 14 Days
臺南藝術大學圖書館 TNNUA Library	5冊 5 Volumes	14天 14 Days
成功大學圖書館 NCKU Library	5冊 5 Volumes	21天 21 Days
臺灣大學圖書館 NTU Library	5冊 5 Volumes	21天 21 Days
臺南大學圖書館 NUTN Library	5冊 5 Volumes	21天 21 Days
高雄市立空中大學圖書館 OUK Library	5冊 5 Volumes	21天 21 Days
陸軍步兵訓練指揮部 Infantry Training Command, ROC Army	5冊 5 Volumes	28天 28 Days

二、 他館至本館借書相關規定

至本館借書皆不得續借及預約，且不需留置借書證，逾期罰款每冊每日新台幣伍元，逐日累計，餘依圖書資訊處訂定之本校圖書館借閱圖書資料規則辦理。各合作館可借冊數及借期如下表：

Article 2: Borrowing from NKUHT Library by Other Libraries

Books borrowed from this Library may not be renewed or reserved. The ILL card does not need to be deposited. Overdue fines are NT$5 per volume per day, accumulated daily. All other matters shall follow the "NKUHT Library Loan Regulations" established by the **Library and Information Services Office**. Loan quotas and periods for partner libraries are as follows:

學校 Institutions	可借冊數 Loan Quota	圖書借期 Loan Period
中山大學圖書館 NSYSU Library	2冊 2 Volumes	14天 14 Days
高雄師範大學圖書館 NKNU Library	2冊 2 Volumes	14天 14 Days

陸軍官校圖書館 CMA Library	2冊 2 Volumes	14天 14 Days
臺南藝術大學圖書館 TNNUA Library	5冊 5 Volumes	14天 14 Days
成功大學圖書館 NCKU Library	5冊 5 Volumes	21天 21 Days
臺灣大學圖書館 NTU Library	5冊 5 Volumes	21天 21 Days
臺南大學圖書館 NUTN Library	5冊 5 Volumes	21天 21 Days
高雄市立空中大學圖書館 OUK Library	5冊 5 Volumes	21天 21 Days
陸軍步兵訓練指揮部 Infantry Training Command, ROC Army	5冊 5 Volumes	28天 28 Days
餐旅高中 NKHHS	5冊 5 Volumes	28天 28 Days

三、 本規定經處務會議審議通過，陳請圖資長核定後實施，修正時亦同。

Article 3 These regulations are approved by the Office Staff Meeting and implemented upon authorization by the Dean of Library and Information Services. 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 Division, Library and Information Services Office.