

國立高雄餐旅大學圖書館教師指定參考資料管理要點

NKUHT Library Regulations for Faculty Reserved Course Materials

87年4月23日本校第83次行政會議審議通過

Approved by the 83rd Administrative Council, Apr 23, 1998

99年9月30日本校第229次行政會議修正通過

Revised by the 229th Administrative Council, Sep 30, 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

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

- 一、為滿足本校教師教學及學生課業學習使用書刊資料之需，圖書資訊處（以下簡稱本處）特訂定本校圖書館教師指定參考資料管理要點。

Article 1 To meet the needs of faculty teaching and student academic learning regarding the use of library materials, the Library and Information Services Office (hereinafter "the Office") hereby establishes these "Regulations for Faculty Reserved Course Materials."

- 二、凡本校專兼任教師均可視課程需要，開列欲指定學生閱讀之圖書、期刊單篇論文、視聽資料、電子資源或自行提供相關資料予本處，由本處特闢指定用書專區，及指定用書專屬網頁，提供修習該課程之學生閱覽。

Article 2 Both full-time and adjunct faculty members may, based on course requirements, list Faculty Reserved Course Materials for students, including books, individual journal articles, audio-visual materials, and electronic resources, or provide their own relevant materials to the Office. The Office will set up a dedicated Course Reserves Area and a specific webpage to provide access for students enrolled in the course.

- 三、單本或合訂本期刊不可列為教師指定參考資料。

Article 3 Individual journal issues or bound volumes may not be designated as Faculty Reserved Course Materials.

四、本要點所稱教師指定參考資料申請說明如下：

- (一) 申請指定參考資料應與該授課內容相關，且授課教師認為是學生必讀之資料。
- (二) 教師須於每學期開學前 2 週填寫〔教師指定參考資料申請單〕送本處，俾便本處作業。
- (三) 若指定參考資料之型式為：
 - i. 單篇期刊論文，授課教師須自行影印送交本處。
 - ii. 電子資源，請將該網址或電子資源檔案寄交本處。
 - iii. 自行提供資料者，亦請於每學期開學前 2 週送交本處，課程結束後 1 週內交還該授課教師。
- (四) 教師提供之資料必須遵循智慧財產權之規定，如有侵權一概由教師自行負責。
- (五) 以上不同來源之資料可填於同 1 份申請單上，但務必註明資料來源及相關出版資訊，以方便本處處理。

Article 4: Application Procedures

- 1. Requested materials must be relevant to the course content and considered mandatory reading by the instructor.
- 2. Instructors must submit the "Faculty Reserved Course Materials Application Form" to the Office two weeks prior to the start of each semester to facilitate processing.
- 3. Requirements for different material formats:
 - i. Individual journal articles: Instructors must provide their own photocopies to the Office.
 - ii. Electronic resources: Please send the URLs or digital files to the Office.
 - iii. Personal materials: These must also be submitted two weeks before the semester starts and will be returned to the instructor within one week after the course ends.
- 4. Materials provided by instructors must comply with Intellectual Property Rights regulations. The instructor shall bear full responsibility for any copyright infringement.
- 5. Materials from different sources can be listed on the same application form, but the source and relevant publication information must be clearly indicated for processing.

五、教師指定參考資料僅限圖書館內閱覽，不辦理外借。

Article 5 Faculty Reserved Course Materials are for in-library use only and may not be checked out.

六、本要點經圖書諮詢委員會議審議通過，陳請圖資長核定後實施，修正時亦同。

Article 6 These Regulations are approved by the Library Advisory Committee and implemented upon authorization by the Dean of Library and Information Services. The

same applies to future amendments.

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.