

國立高雄餐旅大學圖書館視聽資料及設備使用管理要點

NKUHT Library Regulations for the Use of Audio-Visual Materials and Equipment

90年9月3日本校圖書諮詢委員會會議審議通過

Approved by the Library Advisory Committee, Sep 3, 2001

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)

100年5月24日本校圖書諮詢委員會會議修正通過

Revised by the Library Advisory Committee, May 24, 2011

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

109年5月12日本校圖書諮詢委員會會議修正通過

Revised by the Library Advisory Committee, May 12, 2020

一、為維護本校圖書館(以下簡稱本館)視聽資料及設備有效提供本校教職員工生使用，以進行教學、研究及正當休閒活動，圖書資訊處(以下簡稱本處)特訂定本要點。

Article 1 To ensure that the audio-visual (AV) materials and equipment of the NKUHT Library (hereinafter "the Library") are effectively provided to faculty, staff, and students for teaching, research, and legitimate leisure activities, the Library and Information Services Office hereby establishes these Regulations.

二、借用視聽資料與 VR 裝置時應出示本人證件，閉館前半小時停止借用。每人每次限借 1 件，視聽資料限用 3 小時，如資料本身超過 3 小時以上，得自動延長使用時間；VR 裝置限用 1 小時。

Article 2 A personal ID must be presented to borrow AV materials or VR devices. Borrowing services stop 30 minutes before closing. Each person may borrow one item at a time. The time limit for AV materials is 3 hours (automatically extended if the content duration exceeds 3 hours) and 1 hour for VR devices.

三、視聽資料與 VR 裝置之使用場地，依下列原則辦理：

(一)視聽資料室不得攜帶隨身包包入內，唯貴重物品請自行保管。視聽資料未借用前亦不得帶離視聽資料室。

(二)視聽資料限於視聽區利用本館提供之設備播放，不得借出館外；視聽區之座位不提供一般閱讀使用，僅於借閱視聽資料時由櫃檯人員分配座位，讀者不得自行更換。使用期間離開座位超過 15 分鐘，視同放棄權利，櫃檯人員可將其分配給其他讀者使用。

(三)VR 裝置限於本館 1、2 樓使用，不得借出館外。如欲利用 1 樓個人視聽區座位時，請告知櫃檯人員分配座位。

Article 3 Usage Locations

1. Personal bags are not allowed in the AV Collection Room; please keep your own valuables. AV materials may not be removed from the AV Collection Room before being formally checked out.
2. AV materials are for use within the designated AV Service Area using library equipment only and may not be taken out of the Library. AV Service Area seating is reserved for AV use; seats are assigned by staff upon borrowing and may not be changed without permission. Leaving a seat for more than 15 minutes constitutes forfeiture of use, and staff may reassign the seat.
3. VR devices are limited to use on the 1st and 2nd floors of the Library and may not be taken out of the building. To use the individual AV seating on the 1st floor, please request a seat assignment from the staff.

四、視聽資料及 VR 裝置於辦理借用時應先行確認是否完好，使用時請依相關指引操作，如設備裝置發生故障或資料無法使用應立刻告知櫃檯人員；使用完畢後，應依序關閉機件電源，設備安置妥當；歸還時需由櫃檯人員當面確認無誤後，方完成歸還手續。

Article 4 Users should inspect AV materials and VR devices for damage before borrowing and operate them according to the provided guidelines. Malfunctions or unusable materials must be reported to the circulation desk staff immediately. After use, please turn off all equipment and tidy the area. The return process is complete only after the circulation desk staff have inspected the items in the user's presence.

五、視聽資料及設備之毀損或遺失，依下列原則辦理：

- (一) 視聽設備及 VR 裝置：若有明顯人為毀損，應依實際維修費用照價賠償；若人為毀損致無法修復或遺失，應以採購價格賠償。
- (二) 視聽資料：若人為毀損致無法使用或遺失，應以定價賠償；若該視聽資料未標示定價，則每件以新台幣 2000 元計價。

Article 5: Damage or Loss

1. AV Equipment and VR Devices: For visible human-caused damage, users shall pay the actual repair cost. If the damage is irreparable or the device is lost, compensation shall be based on the original purchase price.

2. AV Materials: If materials are lost or damaged beyond use, compensation shall be based on the list price. If no price is marked, each item shall be valued at NT\$2,000.

六、本校教師確因教學需要或各單位專案活動，必須借出館外使用時，由教師或單位專案活動承辦人員填具「視聽資料外借申請單」後憑個人借書證借出，每次以 3 筆為限，借期 3 天。若欲外借資料為當年度劇情片，或屬本館活動推薦影片，則以 3 小時為限。逾時未還者，停止其借出任何視聽資料為期 2 週。

Article 6 Faculty requiring materials for teaching or unit-specific projects may take materials out of the Library by submitting an "AV Material External Loan Application Form" with their library card. The limit is 3 items for 3 days. Current-year feature films or Library-recommended films are limited to a 3-hour loan. Late returns will result in a 2-week suspension of AV borrowing privileges.

七、使用本館視聽資料應確實遵守智慧財產權之相關規定，不得自備視聽資料於館內播映或重製本館視聽資料，亦不得轉借他人，若違反相關規定，由借用者自行負責。

Article 7 Users must strictly comply with Intellectual Property Rights regulations. Using personal AV materials on library equipment, duplicating library materials, or sub-lending to others is prohibited. Violators shall bear full legal responsibility.

八、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 8 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.

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