國立高雄餐旅大學圖書資本門經費分配原則及採購程序要點

NKUHT Principles for Library Capital Budget Allocation and Procurement Procedures

92年11月12日本校圖書館圖書諮詢委員會審議通過
Approved by the Library Advisory Committee, Nov 12, 2003
93年1月8日92學年度第1學期本校行政總檢討會議審議通過
Approved by the Executive General Review Meeting of the 1st Semester of Academic Year 2003, Jan 8, 2004
97年2月21日本校第174次行政會議審議通過
Approved by the 174th Administrative Council, Feb 21, 2008
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
102年12月12日本校第296次行政會議修正通過
Revised by the 296th Administrative Council, Dec 12, 2013
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8月10日本校第357次行政會議修正通過
Revised by the 357th Administrative Council, Aug 10, 2016
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
115年5月26日配合本校組織規程教育部臺教技(二)字第1150048074 號函核定修正（原職稱、組織名稱）
Administrative amendments (original titles and organizational name) approved by MOE Letter No. 1150048074, May 26, 2026

一、 國立高雄餐旅大學圖書資訊處（以下簡稱本處）為有效運用經費以發展館藏，特訂定本要點。

Article 1 The **Library and Information Services Office** (hereinafter "the Office") of National Kaohsiung University of Hospitality and Tourism hereby establishes these principles to effectively utilize budget allocations for collection development.

二、 採購之學科範圍及深度依本校「圖書資訊處圖書資源發展政策」辦理，並參酌各所系科及中心的特殊需求、館藏重點發展、圖書本身價值，考量優先次序、經費情況等進行有關圖書及非書資料之購置。

Article 2 The subject scope and depth of acquisitions shall follow the University's "Library Resources Development Policy." Purchases of books and non-book materials shall take into account the special needs of various departments, graduate institutes, and centers, key collection development areas, intrinsic value of materials, priority rankings, and available funding.

三、 本校圖書經費之分配方式及運用如下：

(一)圖書資本門經費的百分之二十由本處統籌運用於購置一般圖書、共同使用參考書及其他緊急需求的圖書設備費用。

(二)圖書資本門經費的百分八十則按學院為分配單位，即餐旅、觀光、廚藝、國際及全人教育學院各占 16%，其圖書經費平均分配至各科系所。各系所經費統一由各學院統籌管控。

(三)各單位所分配之經費若未能於期限內薦購完成，則由本處統籌運用。

(四)每年檢討經費執行方式，依照經費執行狀況重新討論經費分配方式。

Article 3 The allocation and utilization of the University's library budget are as follows:

1. **Twenty percent (20%)** of the library capital budget shall be pooled and managed by the Office for purchasing general books, shared reference materials, and meeting urgent library equipment expenditures.
2. **Eighty percent (80%)** of the library capital budget shall be allocated to academic colleges.Specifically, School of Hospitality Management, School of Tourism, School of Culinary Arts, International College, and The Institute of Holistic Education each receive 16%. The allocated funds shall be evenly distributed among their respective departments and graduate institutes, with overall budget control centralized under each college.
3. If an allocated unit fails to complete book recommendations within the specified deadline, the unused funds shall be recalled and centrally managed by the Office.
4. Budget execution performance shall be reviewed annually, and allocation methods shall be re-evaluated based on actual execution results.

四、 為確實執行圖書採購經費，且配合總務及會計的作業程序要求，各單位推薦圖書之經費，依下列方式分期辦理：

(一)第一期：每年五月一日前，各單位薦購之圖書經費需達該單位所分配額度的百分之八十，本期推薦資料可包含外文書、中文書及視聽資料。

(二)第二期：每年七月一日前，完成其餘圖書經費之推薦，惟薦購資料以中文圖書為範圍。

(三)第一、二期所分配經費額度，各單位可合併提前使用，每期經費如尚有餘額，則由本處收回統籌運用。

(四)每年九月一日之後，各單位薦購之圖書資料將做為下年度第一期採購的優先清單。

Article 4 To ensure the effective execution of library procurement budgets and align with General Affairs and Accounting procedures, book recommendations from each unit shall be processed in phases as follows:

1. **Phase 1:** By May 1 of each year, the budget spent on book recommendations by each unit must reach at least **80%** of its total allocation. Recommended materials in this phase may include foreign-language books, Chinese-language books, and audiovisual materials.
2. **Phase 2:** By July 1 of each year, recommendations for the remaining budget must be completed; however, recommended materials in this phase are restricted to Chinese-language books.
3. Units may combine and utilize the allocations of Phase 1 and Phase 2 in advance. Any remaining funds at the end of each phase will be recalled for centralized management by the Office.
4. Book recommendations submitted after September 1 of each year will serve as the priority acquisition list for Phase 1 of the following academic year.

五、 各單位推薦書刊方式及本處購書程序如下：

(一)由各單位之圖書諮詢委員彙整該單位擬購之圖書資料，經單位主管簽章後，逕送本處圖書服務組。

(二)圖書服務組收到各單位薦購之圖書資料後，將進行複本查核及後續的採購作業等程序。

(三)採購結案且新書資料上架後，本處將以 Email 通知各單位推薦圖書到館清單。

(四)若有急需或特殊需求，本處接受全校教職員工生薦購圖書，其推薦途徑可填寫圖書推薦單，或是透過網路由圖書薦購系統網頁傳送等方式，惟本處保有採購與否的選擇權。

Article 5 The recommendation methods for each unit and the Office's book purchasing procedures are as follows:

1. The Library Advisory Committee member representing each unit shall consolidate the list of proposed book acquisitions and submit it directly to the Library Services Division of the Office upon signature and approval by the unit head.
2. Upon receiving the recommended lists, the Library Services Division will conduct duplicate checks and initiate procurement procedures.
3. Upon completion of procurement and processing (shelving) of the new books, the Office will notify each unit via email with a list of arrived recommended books.
4. In cases of urgent or special needs, the Office accepts book recommendations from all faculty, staff, and students via physical recommendation forms or online submission through the Book Recommendation System. However, the Office reserves the final discretion regarding purchase decisions.

六、 圖書及非書資料之採購，依採購程序及有關法令規定辦理，並建立財產保管制度。

Article 6 Procurement of books and non-book materials shall strictly comply with statutory procurement procedures and relevant legal regulations, and a property custody management system shall be established.

七、 各單位薦購之圖書資料，由本處統一登錄、分類編目建檔、上架，供全校師生借閱或參考使用，若以計畫經費購置之書籍則得以專案方式借出，待計畫完成後歸還本處，圖書上架供眾閱覽。

Article 7 All book materials recommended by each unit shall be centrally registered, cataloged, classified, filed, and shelved by the Office for borrowing or reference by all faculty and students. Books purchased using project/grant funds may be checked out under a special project authorization; upon project completion, they must be returned to the Office and placed on open shelves for general access.

八、 本要點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 8 These Principles 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 Division, Library and Information Services Office.