國立高雄餐旅大學圖書資訊處薦購圖書處理要點

NKUHT Library and Information Services Office Regulations for Book Purchase Recommendations

93年4月8日本校圖書館圖書諮詢委員會會議審議通過
Approved by the Library Advisory Committee, Apr 8, 2004
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16日圖書館圖書諮詢委員會會議修正通過
Revised by the Library Advisory Committee, Nov 16, 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、 為規範圖書經費分配後，圖書薦購管道確合讀者需求，並使圖書經費得以有效運用，圖書資訊處(以下簡稱本處)特訂定本要點。

Article 1 To regulate the allocation of book funds, ensure purchase recommendation channels meet reader needs, and utilize funds effectively, the **Library and Information Services Office** (hereinafter "the Library") hereby establishes these Regulations.

二、 圖書資料薦購受理對象限本校教職員工生。

Article 2 Eligibility for book recommendations is limited to NKUHT faculty, staff, and students.

三、 本處圖書經費依「本校圖書資本門經費分配原則及採購程序要點」於年度開始分配給各所系單位及教學中心(以下簡稱各薦購單位)，讀者薦購專業性圖書應以向各薦購單位推薦為原則。

Article 3 In accordance with the "NKUHT Regulations for Library Capital Fund Allocation and Procurement Procedures," book funds are allocated at the beginning of the year to all graduate institutes, departments, units, and teaching centers (hereinafter "Recommending Units"). Readers recommending professional books should, in principle, submit their recommendations to their respective Recommending Units.

四、 本處為服務讀者，仍受理各類圖書的推薦採購。

Article 4 To serve readers, the Library continues to accept purchase recommendations for all types of books.

五、 所有薦購的圖書資料均依本校圖書資本門經費分配原則及採購程序要點、本處圖書資源發展政策及經費狀況決定採購與否。

Article 5 Decisions to purchase recommended materials are based on the "NKUHT Regulations for Library Capital Fund Allocation and Procurement Procedures," the Library 's collection development policy, and current budget status.

六、 圖書資料採購每種資料以一份為原則，情況特殊者，仍可購置複本。

Article 6 In principle, only one copy of each item is purchased. Duplicates may be acquired under special circumstances.

七、 薦購圖書請利用本校圖書推薦採訪系統，以獲得最新處理通知。

Article 7 Please use the University's Book Recommendation and Acquisition System to receive the latest status updates.

八、 各薦購單位整批推薦圖書處理方式：

(一) 各薦購單位推薦圖書單需經單位主任簽核後，送交本處進行採購，其經費由相關推薦單位所分配之圖書經費勻支。

(二) 本處將於推薦圖書資料移送閱覽後，上網公告並以Email通知該書首位推薦者。

Article 8: Procedures for Bulk Recommendations by Recommending Units

1. Recommendation lists from Recommending Units must be signed by the unit director and submitted to the Library for procurement. Costs shall be covered by the funds allocated to said unit.
2. Once recommended materials are available for circulation, the Library will post an announcement online and notify the primary recommender via email.

九、 讀者直接推薦圖書處理方式：

(一) 館藏尚未典藏的教師指定用書，應儘速購書，其經費由相關推薦單位所分配之圖書經費勻支。

(二) 專業性圖書(含價格過高、非台灣地區新出版的圖書)：送交各相關薦購單位主任及圖書諮詢委員確認後，以其分配之圖書經費勻支。

(三) 一般性圖書：依本要點第五款原則處理。

(四) 圖書資料薦購處理情形，本處將以E-mail回覆為主，電話回覆為輔。

(五) 本處將於推薦圖書資料購入加工編目且移送閱覽後，上網公告通知。

Article 9: Procedures for Direct Recommendations by Readers

1. For faculty-assigned course reserves not yet in the collection, procurement shall be expedited, with costs covered by the funds of the respective unit.
2. For professional books (including high-priced items or those published outside Taiwan): Recommendations will be sent to the unit director and Library Advisory Committee for confirmation. Costs shall be covered by the unit's allocated funds.
3. General books: Handled according to the principles in Article 5.
4. Status updates regarding recommendations will primarily be sent via email, supplemented by telephone if necessary.
5. Announcements will be posted online after the recommended materials have been purchased, cataloged, and processed for circulation.

十、 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 10 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 Division, Library and Information Services Office.