國立高雄餐旅大學圖書館捐書管理要點

NKUHT Library Regulations for Book Donations

89年3月23日本校行政會議審議通過
Approved by the Administrative Council, Mar 23, 2000
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)
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

一、　國立高雄餐旅大學圖書資訊處(以下簡稱本處)為鼓勵各界踴躍捐贈書刊資料，以豐富本校圖書館(以下簡稱本館)館藏資源，提供全校教職員工生閱覽，特訂定「國立高雄餐旅大學圖書館捐書獎勵辦法」(以下簡稱本辦法)。

Article 1 To encourage book donations from all sectors, enrich the collections of the NKUHT Library (hereinafter "the Library"), and provide resources for faculty, staff, and students, the **Library and Information Services Office** (hereinafter "the Library") hereby establishes these "NKUHT Library Regulations for Book Donations" (hereinafter "these Regulations").

二、　本館接受捐贈書刊資料，原則上有益教學研究及身心陶冶者均至為歡迎。唯如有以下各款情形者，得婉拒之：

(一) 內容已失時效性，不具學術及參考價值者；

(二) 違法、查禁、盜版或有違反著作權法規定之虞者；

(三) 破損不堪使用或殘缺不全者；

(四) 內容有害身心健康，言論違反善良風俗者；

(五) 中小學教科書；

(六) 零星之單期雜誌、報紙及少於四十八頁之小冊子。

以上若遇難以取捨或有爭議時，得由圖書服務組同仁提請本處處務會議討論後決定之。

Article 2 The Library welcomes donations of books and periodicals that benefit teaching, research, or personal enrichment. However, donations may be declined under the following circumstances:

1. Content that is outdated or lacks academic and reference value.
2. Materials that are illegal, banned, pirated, or suspected of violating the Copyright Act.
3. Items that are severely damaged, unusable, or incomplete.
4. Content harmful to physical or mental health, or containing speech that violates public order and morals.
5. Primary and secondary school textbooks.
6. Scattered single issues of magazines, newspapers, or booklets with fewer than 48 pages.

In cases of uncertainty or dispute, the Library Services Division shall submit the matter to the Office Staff Meeting for a final decision.

三、 捐贈方式：

(一) 捐書處理單位為圖書服務組同仁，捐贈書刊資料請逕送本處辦公室或逕寄「高雄市小港區松和路一號」圖書資訊處收。如須郵資，請通知本處圖書服務組同仁向本校申請支付。

(二) 捐贈書刊資料，捐贈人(或單位)請告知或註明姓名(或單位名稱)、電話、地址等，以便聯絡。

Article 3: Donation Procedures

1. The Library Services Division is responsible for processing donations. Materials may be delivered in person to the Office or mailed to: **Library and Information Services Office**, No. 1, Songhe Rd., Siaogang District, Kaohsiung City. If postage is required, please notify the Library Services Division to apply for university payment.

2. Donors (individuals or organizations) are requested to provide their name, telephone number, and address for contact purposes.

四、獎勵辦法：

(一) 本館接受捐贈書刊資料後，均備專函致謝，如納入館藏，本館將於每冊(件)書刊資料上加註捐贈人姓名。

(二) 如一次所捐贈書刊資料總值(依書內版權頁上的定價估算，無定價者不計)達新臺幣二十萬元以上且納入館藏者，本館並在每冊(件)書刊資料上蓋捐贈者姓名紀念章，並由本校公開頒發感謝狀。

Article 4: Recognition and Rewards

1. Upon accepting a donation, the Library will issue a formal letter of appreciation. For items included in the collection, the donor's name will be inscribed on each volume/item.

2. If the total value of a single donation (estimated based on the list price on the copyright page) exceeds NT$200,000 and the items are included in the collection, the Library will apply a commemorative donor's name stamp to each item, and the University will publicly present a certificate of appreciation.

五、捐贈書刊處理方式：

(一) 本處有權決定捐贈書刊資料之典藏地點及陳列、淘汰或轉贈等處理方式，捐贈者不得指定。

(二) 捐贈之書刊資料，如已有館藏，且具參考價值者，本處得轉送本校系所或其他有需要的圖書館典藏。

(三) 捐贈之書刊資料，原則上不闢專室陳列保存，但仍得視實際情形彈性處理之。

Article 5: Handling of Donated Materials

1. The Library reserves the right to decide on the storage location, display, weeding, or redistribution of donated materials. Donors may not specify these conditions.
2. If the donated materials are already in the Library's collection but hold reference value, the Library may transfer them to other university departments or libraries in need.

3. In principle, donations will not be stored in dedicated rooms, though exceptions may be made based on actual circumstances.

六、本要點經行政會議審議通過，陳請校長核定後實施；修正時亦同。

Article 6 These Regulations are approved by 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.