國立高雄餐旅大學圖書館掃描器暨列印、影印使用須知

NKUHT Library Regulations for Scanner, Printing, and Photocopying Services

93年2月4日館務會議審議通過
Approved by the Library Staff Meeting, Feb 4, 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, Nov 4, 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, Dec 25, 2014
106年9月12日館務會議修正通過
Revised by the Library Staff Meeting, Sep 12, 2017
107年11月07日館務會議修正通過
Revised by the Library Staff Meeting, Nov 7, 2018
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 approved, Apr 22, 2019
111年10月11日處務會議修正通過
Revised by the Office Staff Meeting, Oct 11, 2022
113年12月18日處務會議修正通過
Revised by the Office Staff Meeting, Dec 18, 2024

一、為便於讀者利用及蒐集館藏資料，圖書資訊處提供掃描器暨列印、影印之服務，特訂定本使用須知。

Article 1 These regulations are established by the Library and Information Services Office(hereinafter referred to as "the Library") to facilitate the use and collection of library materials through scanning, printing, and photocopying services.

二、服務對象：以本校教職員工及學生（以下簡稱本校讀者）為主，校友及校外人士亦得使用。

Article 2: Eligible Users Primarily for NKUHT faculty, staff, and students (NKUHT readers). Alumni and external visitors are also welcome to use these services.

三、開放時間另行公告於圖書資訊處網頁上。

Article 3 Service hours will be announced on the Library website.

四、掃描、列印及影印資料不限圖書館館藏，影印及列印用紙不得隨意拿走另作他用。

Article 4 Materials for scanning, printing, or photocopying are not limited to library collections. Paper provided for printing and photocopying must not be taken for other purposes.

五、掃描器暨列印、影印收費方式及放置地點，詳見附錄一。

Article 5 For fees and equipment locations, please refer to Appendix 1.

六、請尊重智慧財產權相關規定(詳見附錄二)。

Article 6 Please comply with Intellectual Property Rights regulations (refer to Appendix 2).

七、使用者未依規定程序操作，致造成機器設備損毀或故障，圖書資訊處得依損壞及過失程度要求賠償。

Article 7 Users who cause damage or malfunction through improper operation will be held liable for compensation based on the extent of damage and negligence.

八、本使用須知經處務會議審議通過，陳請圖資長核定後實施，修正時亦同。

Article 8 These regulations are approved by the Office Staff Meeting and implemented upon authorization by the Dean of Library and Information Services. The same applies to future amendments.

附錄一：掃描器暨列印、影印收費方式及放置地點說明

Appendix 1: Fees and Locations for Scanning, Printing, and Photocopying Services

服務種類 Service	服務方式 Access/Payment	服務地點	機器數量	相關說明
掃描器 Scanner	自由使用 Free to use	1 樓 1st Floor	1 台 1 Unit	若需備份資料請自備儲存工具存檔。 Please provide your own storage device to save scanned files.
多元支付影印列印機	非現金多元支付方式(詳細以廠商提供為準) Cashless payment (Subject to provider's terms)	1 樓 1st Floor	1 台 1 Unit	收費標準 Pricing： A4 黑白：2 元/張 A4 B&W: NT$2/page A3 黑白：4 元/張 A3 B&W: NT$4/page A4 彩色：5 元/張 A4 Color: NT$5/page A3 彩色：10 元/張 A3 Color: NT$10/page 掃描：1 元/張 Scanning: NT$1/page

附錄二：智慧財產權相關規定

Appendix 2: Intellectual Property Rights Regulations(Copyright Act)

第 44 條　中央或地方機關，因立法或行政目的所需，認有必要將他人著作列為內部參考資料時，在合理範圍內，得重製他人之著作。但依該著作之種類、用途及其重製物之數量、方法，有害於著作財產權人之利益者，不在此限

Article 44 Within a reasonable scope, central or local government agencies may reproduce the work of another person if it is considered necessary for internal reference for the purpose of legislation or administration; provided, this shall not apply where such reproduction would prejudice the interests of the economic rights holder due to the type and use of the work and the volume and method of reproduction.

第 46 條　依法設立之各級學校及其擔任教學之人，為學校授課目的之必要範圍內，得重製、公開演出或公開上映已公開發表之著作。

前項情形，經採取合理技術措施防止未有學校學籍或未經選課之人接收者，得公開播送或公開傳輸已公開發表之著作。

第 44 條但書規定，於前二項情形準用之。

Article 46 Within the scope necessary for the purposes of teaching of courses by schools, all levels of legally established schools and their teachers may reproduce, publicly perform and publicly present the works of another person which have already been publicly released.

Under the circumstances in the preceding paragraph, the works of another person that have already been publicly released may be publicly broadcast or publicly transmitted, if reasonable technical measures have been adopted to prevent access by persons who have not registered in the school or have not enrolled in the course.

The proviso of Article 44 shall apply mutatis mutandis to the circumstances set forth in the preceding two paragraphs.

第 48 條　供公眾使用之圖書館、博物館、歷史館、科學館、藝術館、檔案館或其他典藏機構 ，於下列情形之一，得就其收藏之著作重製之：

一、 應閱覽人供個人研究之要求，重製已公開發表著作之一部分，或期刊或已公開發表之研討會論文集之單篇著作，每人以一份為限。但不得以數位 重製物提供之。

二、 基於避免遺失、毀損 或其儲存形式無通用技術可資讀取，且無法於市場以合理管道取得而有保存資料之必要者。

三、 就絕版或難以購得之著作，應同性質機構之要求者。

四、 數位館藏合法授權期間還原著作之需要者。

國家圖書館為促進國家文化發展之目的，得以數位方式重製下列著作：

一、 為避免原館藏滅失、 損傷或汙損，替代原 館藏提供館內閱覽之館藏著作。但市場已有數位形式提供者， 不適用之。

二、 中央或地方機關或行政法人於網路上向公眾提供之資料。

依第一項第二款至第四款及前項第一款規定重製之著作，符合下列各款規定，或依前項第二款規定重製之著作，符合第二款規定者，得於館內公開傳輸提供閱覽：

一、 同一著作同一時間提供館內使用者閱覽之數量，未超過該機構現有該著作之館藏數量。

二、 提供館內閱覽之電腦或其他顯示設備，未提供使用者進行重製、傳輸。

國家圖書館依第二項第一款規定重製之著作，除前項規定情形外，不得作其他目的之利用。

Article 48 Libraries, museums, history museums, science museums, art museums, file archives, and other archive institutions open to the public may reproduce works in their collections in any of the following circumstances:

1. Where a patron, for personal research purposes, requests reproduction of a part of a work that has been publicly released, or of a single article from a periodical or from a seminar paper that has been publicly released, and within the limit of one copy per person; provided, this may not be provided as a digital copy.

2. Where preservation of the material is necessary, for purposes of avoiding loss or damage, or where common technology is not available for reading the storage format of the material, and it cannot be obtained through reasonable acquisition on the market.

3. Where works are out of print or difficult to purchase, and have been requested by another similar institution.

4. Where needed for restoration of works during the period of lawful licensing of a digital collection.

The National Central Library, for purposes of promoting national cultural development, may digitally reproduce the following works:

1.Works in the collection to be provided in lieu of the original collection for perusal within

the institution to prevent loss, damage, or defacement of the original collection; provided, this shall not apply to works already available on the market in digital form.

2.Materials provided to the public over Internet by a central or local government agency or a non-departmental public body.

Works reproduced pursuant to subparagraphs 2 to 4 of paragraph 1 and to subparagraph 1 of the preceding paragraph, subject to compliance with all the subparagraphs below, or works reproduced pursuant to subparagraph 2 of the preceding paragraph, subject to compliance with subparagraph 2 below, may be publicly transmitted for perusal within the institution:

1. The quantity of the same work that may be made available for perusal by users within the institution at the same time does not exceed the quantity of that work currently held in that institution's collection.
2. The computers or other display equipment made available for purposes of perusal within the institution do not enable users to engage reproduction or transmission.

Works reproduced by the National Central Library pursuant to subparagraph 1 of paragraph 2 may not be exploited for any purpose other than as provided in the preceding paragraph.

第 48-1 條 中央或地方機關、依法設立之教育機構或供公眾使用之圖書館，得重製下列已公開發表之著作所附之摘要：

一、 依學位授予法撰寫之碩士、博士論文，著作人已取得學位者。

二、 刊載於期刊中之學術論文。

三、 已公開發表之研討會論文集或研究報告。

Article 48-1 Central or local government agencies, educational agencies that have been established by law, or libraries open to the public may reproduce abstracts appended to the following works where such works have been publicly released:

1.Masters theses or doctoral dissertations written under the "Degree Conferral Act," where the author has obtained a degree.

2.Academic papers published in periodicals.

3.Research reports or collections of seminar papers that have been publicly released.

第 51 條　供個人或家庭為非營利之目的，在合理範圍內，得利用圖書館及非供公眾使用之機器重製已公開發表之著作。

Article 51　Within a reasonable scope, where for nonprofit use by an individual or a family, a work that has been publicly released may be reproduced by a machine that is either located in a library or is not provided for public use.

【罰則 Penalties】

第 91 條　擅自以重製之方法侵害他人之著作財產權者，處三年以下有期徒刑、拘役，或科或併科新臺幣七十五萬元以下罰金。

Article 91　A person who infringes on the economic rights of another person by means of reproducing the work without authorization shall be punished by imprisonment for not more than three years, detention, or in lieu thereof or in addition thereto a fine not more than seven hundred and fifty thousand New Taiwan Dollars.

意圖銷售或出租而擅自以重製之方法侵害他人之著作財產權者，處六月以上五年以下有期徒刑，得併科新臺幣二十萬元以上二百萬元以下罰金。

A person who infringes on the economic rights of another person by means of reproducing the work without authorization with the intent to sell or rent shall be imprisoned not less than six months and not more than five years, and in addition thereto, may be fined not less than two hundred thousand and not more than two million New Taiwan Dollars.

著作僅供個人參考或合理使用者，不構成著作權侵害。

A work only for personal reference or fair use of a work does not constitute infringement of copyright.

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Responsible Unit: Library Services Section, Library and Information Services Office