

國立高雄餐旅大學圖書館還書箱使用管理要點

NKUHT Library Regulations for the Use of the Book Drop

100年11月22日本校圖書諮詢委員會議審議通過

Approved by the Library Advisory Committee, Nov 22, 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 University Council Meeting, Dec 25, 2014

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

一、 本校圖書資訊處(以下簡稱本處)特於圖書資訊館(以下簡稱本館)正門右側斜坡處設立還書箱，並訂定「國立高雄餐旅大學圖書館還書箱使用管理要點」(以下簡稱本要點)。

Article 1 The Library and Information Services Office (hereinafter referred to as "the Library") has established a book drop on the ramp to the right of the main entrance of the Library and Information Building, and hereby establishes these "Regulations for the Use of the Book Drop"

二、 讀者還書除可經由本館流通櫃檯直接還書外，亦可直接投入還書箱。

Article 2 In addition to returning books at the Library's circulation desk, readers may also return books directly by placing them in the book drop.

三、 還書箱僅限投入向本館借閱之圖書，因誤投而衍生之問題由讀者自行負責。

Article 3 The book drop is strictly for books borrowed from the Library. Readers shall be held responsible for any issues arising from the accidental return of items not belonging to the Library.

四、 為避免珍貴資料與圖書遺失或損毀，下列資料請勿投入，否則損毀，應負賠償責任：

- (一) 圖書附件、磁片、光碟片...等易損毀之非書資料。
- (二) 無法投入之大型圖書。
- (三) 污損或受潮之圖書。
- (四) 向校外單位館際合作所借之資料或圖書。
- (五) 館際互借證。

Article 4 To prevent the loss or damage of valuable materials, the following items must not be placed in the book drop. Users shall be liable for compensation if such items are damaged:

1. Non-book materials prone to damage, such as book attachments, floppy disks, CDs, etc.

- 2.Oversized books that do not fit in the drop.
- 3.Soiled or damp books.
- 4.Materials or books borrowed through Interlibrary Loan (ILL) from other institutions.
- 5.Interlibrary Loan cards.

五、 實際歸還圖書冊數，以本館刷入系統歸還為準，未刷入系統歸還前，可借閱之圖書冊數以本館自動化系統之紀錄為依據。

Article 5 The actual number of returned books is based on the check-in record in the Library's system. Before the items are processed, the number of books available for loan will be determined by the current records in the Library's system.

六、 投入還書箱之圖書，請於次一工作日由讀者自行至本處網頁查詢個人借閱紀錄，確認該書是否已辦理歸還，如有任何問題，請洽本館流通櫃檯人員。

Article 6 For books placed in the book drop, readers should check their personal borrowing records on the Library's website on the following working day to confirm return status. For any issues, please contact the circulation desk staff.

七、 逾期圖書，請至流通櫃檯歸還，不得投入還書箱，以便處理逾期罰款；若仍投入還書箱，逾期圖書所產生之罰款，系統將自動核計至個人紀錄中。

Article 7 Overdue books should be returned at the circulation desk rather than the book drop to facilitate the processing of overdue fines. If overdue books are placed in the book drop, any incurred fines will be automatically recorded in the user's personal account.

八、 本使用管理要點如有未盡事宜，得依據本校圖書館借閱圖書資料規則及其他相關規定辦理。

Article 8 Matters not covered by these Regulations shall be handled in accordance with the "NKUHT Library Loan Regulations" and other relevant provisions.

九、 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 9 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