

國立高雄餐旅大學機構典藏徵集要點

NKUHT Regulations for Institutional Repository Collection

102年1月23日本校第276次行政會議審議通過

Approved by the 276th Administrative Council, Jan 23, 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)

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）為完整徵集本校各單位出版品及教職員生之教學研究及活動成果，建置本校機構典藏系統（Institutional Repository of National Kaohsiung University of Hospitality and Tourism，以下簡稱本系統），廣泛且完整記錄保存教學、研究活動產出成果，提高本校能見度，並促進資源共享，特訂定「國立高雄餐旅大學機構典藏徵集要點」（以下簡稱本要點）。

Article 1 To comprehensively collect publications from all units of the University as well as the teaching, research, and activity achievements of faculty, staff, and students, the **Library and Information Services Office** (hereinafter "the Library") has established the Institutional Repository of National Kaohsiung University of Hospitality and Tourism (hereinafter "the System"). This system aims to widely and completely archive teaching and research outputs, enhance the University's visibility, and promote resource sharing. Accordingly, these Regulations are hereby established.

- 二、本要點所稱機構典藏（Institutional Repository, IR），係指將本校教職員生之教學、研究產出成果，如期刊、會議論文、研究報告、投影片、教材等，以數位方式保存全文資料，並建立網路平臺，提供全文檢索與利用。

Article 2 The term "Institutional Repository" (IR) in these Regulations refers to the digital preservation of full-text materials resulting from the teaching and research outputs of the University's faculty, staff, and students—such as journals, conference papers, research reports, presentation slides, and instructional materials—and the establishment of an online platform to provide full-text search and access.

- 三、徵集對象

（一）本校教職員生。

(二)本校各教學研究單位及行政單位出版品。

Article 3: Target Contributors

1. Faculty, staff, and students of the University.
2. Publications issued by the academic, research, and administrative units of the University.

四、徵集資料範圍

(一)本校教職員生在校期間之教學研究及活動成果：

1. 研究計畫、產學計畫結案報告。
2. 專書（無著作權爭議之著作）。
3. 期刊、學位論文、會議論文及畢業專題報告。
4. 專利及技術報告。
5. 調查統計資料及未發表的專題報告。
6. 其他形式之個人著作，如已出版之教師升等著作、課程教材等。

(二)本校各單位文獻資料：

1. 各單位出版之圖書、連續性出版（如期刊、學報）。
2. 各單位舉辦之活動資料(如研討會論文集、演講及展演資料)。
3. 其他文獻資料。

Article 4: Scope of Collection

1. Teaching, research, and activity achievements produced by faculty, staff, and students during their tenure or study at the University:
 - I. Final reports of research projects and industry-university cooperation projects.
 - II. Books (works without copyright disputes).
 - III. Journal articles, dissertations/theses, conference papers, and senior graduation projects.
 - IV. Patents and technical reports.
 - V. Survey/statistical data and unpublished special topic reports.
 - VI. Other forms of personal works, such as published works for faculty promotion, course materials, etc.
2. Documentations and publications of University units:
 - I. Books and serial publications (e.g., journals, scholarly bulletins) published by each

unit.

II. Materials from events hosted by each unit (e.g., conference proceedings, lecture records, and exhibition/performance materials).

III. Other literature materials.

五、本處徵集之各項資料皆以無償、非專屬性授權為原則。凡內容涉及個人隱私及著作權者，僅收錄書目摘要，全文則不予收藏。

Article 5 All materials collected by the Office shall operate under the principle of royalty-free, non-exclusive authorization. For works containing content that involves personal privacy or unresolved copyright issues, only bibliographic data and abstracts will be included, and full texts will not be archived.

六、由著作權人簽妥「國立高雄餐旅大學機構典藏授權暨委託上傳同意書」後，將著作(含未加密之著作電子檔)交由各單位聯絡人或自行繳交本處。

Article 6 After signing the "NKUHT Institutional Repository Authorization and Upload Delegation Consent Form," copyright owners shall submit their works (including unencrypted digital files) to the designated contact person of their respective units or directly to the Office.

七、本系統開放全球進行資料檢索與利用，於符合我國著作權法規定範圍內，得以本系統下載提供個人研究使用，但不得以任何形式再重製及傳輸。

Article 7 The System is accessible globally for data retrieval and use. Within the scope permitted by the Copyright Act of the Republic of China (Taiwan), users may download materials from the System for personal research purposes; however, reproduction or redistribution in any form is strictly prohibited.

八、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 8 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.