國立高雄餐旅大學圖書館之友申請辦法

NKUHT Regulations for Application of Friends of the Library

104年11月19日本校第340次行政會議審議通過
Approved by the 340th Administrative Council, Nov 19, 2015
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

第一條(宗旨)

國立高雄餐旅大學圖書資訊處(以下簡稱本處)為充分發揮大學圖書館功能，在不影響本校師生教學與研究之前提下，對校外人士適度開放並提供借閱圖書資源服務，特訂定「國立高雄餐旅大學圖書館之友申請辦法」(以下簡稱本辦法)。

Article 1: Purpose To give full play to the functions of a university library, the Library and Information Services Office (hereinafter "the Office") of National Kaohsiung University of Hospitality and Tourism hereby establishes the "NKUHT Regulations for Application of Friends of the Library" (hereinafter "these Regulations") to reasonably open and provide borrowing services of library resources to external patrons without compromising the teaching and research activities of the University's faculty and students.

第二條（適用對象）

一、年滿十八歲之中華民國國民可憑身份證申請個人會員。

二、公司行號、法人團體可憑於中華民國有效之證明文件申請團體會員。

Article 2: Eligibility

1. **Individual Membership:** Citizens of the Republic of China (Taiwan) who are at least 18 years of age may apply with their ROC National Identification Card.
2. **Corporate Membership:** Business establishments, legal entities, or organizations may apply with valid registration documents issued in the Republic of China (Taiwan).

第三條 （申請及退證辦法）

一、個人會員

（一） 填寫「國立高雄餐旅大學圖書館之友申請書」乙份，連同本人身份證及一吋半身照片乙張，向本處提出借書證之申請。

（二） 申請借書證時需繳納保證金新臺幣三仟元整，退證時無息退還。

（三） 年費新臺幣三仟元整，自核發日起有效期限一年，期滿且無違規事項可續辦，同時間核發上限 50 張。本處得視實際狀況，在不影響本校師生使用圖書館資源與服務之權益下，調整發證數量。本處保留核准之權利，中途終止者不得主張退還年費。

（四） 逾期罰款金額累計逾保證金額度時，本處得沒收保證金並取消借書權利，所借圖書依法定程序催還。

（五） 辦理退證時，須填寫「圖書館之友保證金退還申請書」，歸還借書證、收據（當時辦證的保證金收據），並附上銀行或郵局存簿封面影本乙份，退還之保證金將由本校匯入帳戶，恕無法退還現金。

二、團體會員：

（一） 填寫「國立高雄餐旅大學圖書館之友團體會員申請書」乙份，並繳交中華民國有效之公司行號或法人團體登記證明文件影本，向本處提出申請。

（二） 依所申請之借書證張數繳交年費，最低申請張數為 5 張，30 張以內為每張二千五百元，31 張以上為每張二千元，本處保留核准之權利，中途終止者不得主張退還年費。

（三） 團體會員借書證自核發日起有效期限一年，期滿且無違規事項可續辦。

（四） 團體會員借書證核發後，由申請單位自行管理使用，惟需指定承辦人以利聯繫。

（五） 免繳保證金，但如有借還書相關罰款未依規定繳納時，申請單位需負保證清償責任。

Article 3: Application and Cancellation Procedures

1. **Individual Membership:**
   - i. Applicants must submit a completed "NKUHT Friends of the Library Application Form," along with their ROC ID card and one 1-inch portrait photo to the Office.
   - ii. A security deposit of NT$3,000 is required upon application and will be refunded without interest upon card cancellation.
   - iii. The annual fee is NT$3,000, valid for one year from the date of issue. Membership may be renewed upon expiration provided there are no record of violations. The maximum number of active cards issued at any time is

capped at 50. The Office reserves the right to adjust the card issuance quota according to actual circumstances without compromising the rights of university faculty and students to access library resources. The Office reserves the right of final approval, and no refunds for annual fees will be made in the case of early termination.

iv. If accumulated overdue fines exceed the amount of the security deposit, the Office reserves the right to forfeit the deposit and revoke borrowing privileges. Overdue items will be recalled according to legal procedures.

v. To process card cancellation, the applicant must complete the "Friends of the Library Deposit Refund Application Form," return the library card and original deposit receipt, and attach a copy of their bank or post office passbook cover. The deposit will be refunded via bank transfer; cash refunds are not available.

2. **Corporate Membership:**

i. Applicants must submit a completed "NKUHT Friends of the Library Corporate Membership Application Form," along with a copy of valid business registration or corporate entity certification documents in the ROC.

ii. Annual fees are charged based on the number of cards applied for. The minimum application requirement is 5 cards. The fee is NT2,500$percardforupto30cards, andNT$2,000 per card for 31 cards or more. The Office reserves the right of approval, and no annual fees will be refunded upon early termination.

iii. Corporate membership cards are valid for one year from the date of issuance and may be renewed upon expiration provided there are no record of violations.

iv. After issuance, corporate membership cards shall be managed and used by the applying entity itself, provided that a designated contact person is appointed for communications.

v. Corporate members are exempt from paying security deposits; however, if any library fines or charges are unpaid, the applying entity shall assume full liability for clearing the outstanding balance.

第四條（服務內容）

一、閱覽：可於開館時間內直接持證感應入館閱覽各種書刊，並請遵守本處「國立高雄餐旅大學圖書館閱覽規則」之相關規定。

二、借還書：每證最多可借圖書 5 冊，借期 28 天，不可預約，不可續借。圖書逾期等其他未盡事宜，依本處「國立高雄餐旅大學圖書館借閱圖書資料規則」規定辦理。如有損毀、遺失等情況，依本處「國立高雄餐旅大學圖書館圖書損毀、遺失賠償要點」規定辦理。

三、多媒體資料：可於館內借閱視聽多媒體資料，但不可外借。

四、電子資源：電腦網路及館內電子期刊與資料庫等電子資源不開放使用。

五、設備：不受理 7 樓討論室及影音欣賞室預約與借用。

Article 4: Scope of Services

1. **Reading:** Cardholders may tap their library cards to enter the library during opening hours to read various books and publications, and must comply with the "NKUHT Library Reading Regulations."
2. **Borrowing and Returning:** Each card permits borrowing up to 5 books for a loan period of 28 days. Reservations (holds) and renewals are not allowed. Matters regarding overdue books or other unmentioned issues shall follow the "NKUHT Library Book Borrowing Regulations." In cases of damage or loss of materials, the "NKUHT Library Regulations for Compensation of Damaged or Lost Books" shall apply.
3. **Multimedia Materials:** Audiovisual multimedia materials may be accessed within the library only and cannot be borrowed for home use.
4. **Electronic Resources:** Computer networks, electronic journals, databases, and other electronic resources are not available for use.
5. **Facilities:** Reservation and use of 7th-floor discussion rooms and audiovisual rooms are not available.

第五條（遺失之停用及重新核發）

一、圖書館之友借書證如遺失，請立即告知本處辦理停用，以防他人冒用，如未告知而發生冒用情事，被冒用者責任自負。如遺失後尋獲則可再申請續用。

二、停用後可向本處申請重新核發，時間依原先期限計算，不需重新繳交年費或保證金，但需繳交工本費新臺幣一百元整。

Article 5: Loss, Deactivation, and Reissuance

1. If a Friends of the Library card is lost, the cardholder must immediately notify the Office for deactivation to prevent unauthorized use. If the cardholder fails to report the loss and unauthorized usage occurs, the cardholder shall bear full responsibility. If the lost card is found later, an application may be submitted to reactivate its usage.
2. After deactivation, cardholders may apply for card reissuance. The validity period will remain based on the original expiration date, and no additional annual fee or security deposit is required; however, a processing fee of NT$100 must be paid.

第六條（制訂及修訂程序）

本辦法經圖書諮詢委員會議及行政會議審議通過，陳請校長核定後實施，修正時亦同。

Article 6: Enactment and Amendment These Regulations are approved by the Library Advisory Committee and 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.