國立高雄餐旅大學圖書館提供附屬餐旅高級中等學校教職員工生圖書借閱服務要點
NKUHT Library Regulations for Providing Book Borrowing Services to Faculty, Staff, and Students of the Affiliated Senior High School

104年11月10日本校圖書諮詢委員會審議通過
Approved by the Library Advisory Committee, Nov 10, 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

一、宗旨

國立高雄餐旅大學圖書資訊處（以下簡稱甲方）為共享圖書資源，提供附屬餐旅高級中等學校（以下簡稱乙方）教職員工生閱覽及借閱服務，特訂定「國立高雄餐旅大學圖書館提供附屬餐旅高級中等學校教職員工生圖書借閱服務要點」(以下簡稱本要點)。

Article 1: Purpose To promote the sharing of library resources, the Library and Information Services Office of National Kaohsiung University of Hospitality and Tourism (hereinafter "Party A") provides library reading and borrowing services to the faculty, staff, and students of The Affiliated Senior High School of National Kaohsiung University of Hospitality and Tourism (hereinafter "Party B"). For this purpose, these "NKUHT Library Regulations for Providing Book Borrowing Services to Faculty, Staff, and Students of the Affiliated Senior High School" (hereinafter "these Regulations") are hereby established.

二、服務範圍

（一）限乙方編制內教職員工生。

（二）限圖書資料之借閱，不含資料庫及其他服務。

Article 2: Scope of Services

1. Services are strictly limited to official faculty, staff, and students of Party B.
2. Services are restricted to borrowing book materials only, excluding databases and other specialized services.

三、借閱方式

（一）教職員工：教職員工得填具「國立高雄餐旅大學圖書館借閱證申請單」向甲方申請借閱服務，並憑乙方員工證借閱，借閱規定比照本校教職員工，詳見「國立高雄餐旅大學圖書館借閱圖書資料規則」。

（二）學生：

1. 由借用人至所屬圖書室取得甲方核發館合證，親憑證辦理借閱。
2. 冊數及借期：五冊，二十八天。
3. 不得續借及預約。
4. 其餘規定依「國立高雄餐旅大學圖書館借閱圖書資料規則」辦理。

Article 3: Borrowing Procedures

1. **Faculty and Staff**: Faculty and staff members may complete the "NKUHT Library Card Application Form" to apply for borrowing services with Party A, using Party B's employee ID card. Borrowing regulations are applied by referencing those for NKUHT faculty and staff. For details, please refer to the "NKUHT Library Book Borrowing Regulations."
2. **Students:**
   - I. Students must obtain an interlibrary loan (ILL) card issued by Party A from Party B's library room, and present the card in person to borrow materials.
   - II. Loan quota and period: 5 items for up to 28 days.
   - III. Renewals and reservations (holds) are not permitted.
   - IV. All other regulations shall follow the "NKUHT Library Book Borrowing Regulations."

四、注意事項

（一）乙方應督導教導並約束其讀者遵守使用甲方資源的各項規定，若有違規情事且情節重大者，甲方得停止該讀者館合證之借閱權。
（二）館合證內所借圖書尚未歸還前，該館合證不得交由其他人使用，甲方提供乙方館合證之借閱紀錄查詢帳號密碼，乙方需確認借用人歸還借書證時其所借圖書確實已歸還。
（三）乙方遺失借書證時應儘速告知甲方，凍結該借書證借書權利，如因借書證遺失致使甲方蒙受損失，其損失責任由乙方負責。
（四）所借圖書資料逾期未還、遺失、私自攜離或損毀者，依甲方之「國立高雄餐旅大學圖書館借閱圖書資料規則」及「國立高雄餐旅大學圖書館圖書損毀、遺失賠償要點」辦理。
（五）逾期催書、滯還金催繳與遺失賠償由乙方負責處理，如發生借用人抗拒不負責時，乙方需負連帶保證責任。
（六）甲方核發之館合證於本校期中、期末考當週及其前一週限制使用，確切時間依甲方公告為準。
（七）乙方教職員工離職、退休或學生離校時，乙方應負查核及催還其在甲方所借圖書資料之責。
（八）乙方有需要時得請甲方提供讀者來館借書記錄，俾為參考。

Article 4: Important Notes

1. Party B shall supervise, educate, and require its patrons to comply with all regulations regarding the use of Party A's resources. In cases of serious violations, Party A reserves the right to suspend the borrowing privileges associated with that user's ILL card.
2. Before all borrowed books are fully returned, the ILL card may not be transferred to or used by anyone else. Party A will provide Party B with account credentials to query borrowing records. Party B must verify that all items borrowed have been returned before accepting the return of the library card from the user.
3. If an ILL card is lost, Party B must notify Party A immediately to freeze borrowing privileges. Party B shall assume full financial responsibility for any loss incurred by Party A due to the lost card.
4. Overdue, lost, unauthorized removal, or damaged library materials shall be handled in accordance with Party A's "NKUHT Library Book Borrowing Regulations" and "NKUHT Library Regulations for Compensation of Damaged or Lost Books."
5. Party B is responsible for processing overdue notices, collecting overdue fines, and handling lost book compensation. If a borrower refuses to comply, Party B shall assume joint guarantor liability.
6. ILL cards issued by Party A cannot be used during NKUHT midterm and final exam weeks, as well as the week preceding exam weeks. The exact dates are subject to Party A's official announcements.
7. Upon the resignation, retirement of Party B's faculty/staff, or student departure from school, Party B shall be responsible for auditing and recalling all materials borrowed from Party A.
8. Party B may, when necessary, request Party A to provide borrowers' library usage and transaction records for reference.

五、本要點未規定之事項依甲方相關辦法辦理，乙方借用人如未能配合規定辦理，應由乙方負連帶保證責任。

Article 5 Matters not specified in these Regulations shall be handled in accordance with Party A's relevant policies. If borrowers from Party B fail to comply with regulations, Party B shall bear joint guarantor liability.

六、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 6 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 Division, Library and Information Services Office.