

國立高雄餐旅大學研究所休學生、尚未註冊新生圖書館借書證申請辦法
NKUHT Library Application Regulations for Library Cards for Graduate Students on
Leave of Absence and Unregistered New Graduate Students

112年8月9日本校第512次行政會議審議通過

Approved by the 512th Administrative Council, Aug 9, 2023

115年7月8日本校第567次行政會議修正通過

Amended and approved by the 567th Administrative Council on July 8, 2026

第一條 為服務國立高雄餐旅大學(以下簡稱本校)研究所尚未註冊新生，與便利本校已辦理休學之研究所學生，借用本校圖書館(以下簡稱本館)館藏撰寫學位論文，特訂定本辦法。

Article 1 To serve unregistered new graduate students and facilitate the writing of theses/dissertations for graduate students on a leave of absence from NKUHT, these Regulations are hereby established for the use of the NKUHT Library (hereinafter "the Library").

第二條 本校尚未註冊之研究所新生，得依以下流程親自向本館申請辦理「臨時圖書館借書證」：

- 一、憑有效錄取證明文件及一寸半身照片二張，填寫本校「研究所尚未註冊新生圖書館借書證申請單」(另訂之)。
- 二、繳交保證金新臺幣貳仟元整。
借書證有效日期至當年度九月三十日，於學生證發放後，臨時借書證需繳回本館，並依此辦理保證金退還程序。

Article 2 Unregistered new graduate students may apply for a "Temporary Library Card" in person according to the following procedure:

1. Present a valid admission notice and one 1-inch portrait photo, and complete the "NKUHT Library Card Application Form for Unregistered New Graduate Students" (established separately).
2. Pay a deposit of NT\$2,000.

The temporary card is valid until September 30 of the current year. Once the formal student ID is issued, the temporary card must be returned to the Library to initiate the deposit refund process.

第三條 臨時借書證若遺失，應立即至本館辦理暫停借書手續，以防他人冒用。如發生冒用情事，被冒用者責任自負，冒用者依本校相關規定議處或移送法辦。如臨時借書證遺失或損壞，須申請補發並繳交工本費新臺幣壹佰元整。

Article 3 If a temporary card is lost, the holder must immediately notify the Library to suspend borrowing privileges and prevent unauthorized use. In the event of misuse, the cardholder shall bear full responsibility, and the unauthorized user will be subject to university disciplinary action or referred for legal prosecution. A replacement fee of NT\$100 is required for lost or damaged temporary cards.

第四條 本校已辦理休學之研究所學生，得依以下流程親自向本館申請休學生借書：

- 一、憑休學申請書，填寫本校「研究所休學生圖書館借書證申請單」(另訂之)。
- 二、每學期繳交使用費新臺幣伍佰元整(或每學年繳交使用費新臺幣壹仟元整)。
- 三、繳交保證金新臺幣貳仟元整，或是經指導教授、所辦公室簽章核可。

借還書及電子資源等服務之有效日期截至使用費繳交之該學期止，期滿且無違規事項可續辦，本館保留核准之權利，中途終止者不得主張退還使用費。學生復學或退學時，須自行告知本館，以回復原借書權益，並依此辦理保證金退還程序。

Article 4 Graduate students on a leave of absence may apply for borrowing privileges in person according to the following procedure:

1. Present a leave of absence application and complete the "NKUHT Library Card Application Form for Graduate Students on Leave of Absence" (established separately).
2. Pay a usage fee of NT\$500 per semester (or NT\$1,000 per academic year).
3. Pay a deposit of NT\$2,000, or obtain approval via signature/stamp from their advisor and departmental office. Access to borrowing and electronic resources is valid until the end of the paid semester. Renewal is permitted if no violations have occurred, subject to Library approval. No refunds of the usage fee will be provided for mid-term termination. Students must notify the Library upon returning to school or withdrawing to restore original borrowing rights and initiate the deposit refund process.

第五條 借閱相關規定：

- 一、凡限館內閱覽之資料，概不外借。
- 二、不提供館際合作服務，包含文獻傳遞服務、借書及合作館圖書借書證。
- 三、借書冊數及期限為5冊28天，借書期滿後得辦理續借，亦得預約圖書，但不得借用討論室。
- 四、逾期罰款金額累計逾保證金額度時，本館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、其餘借還書等相關規定，悉依本校「圖書館借閱圖書資料規則」規定辦理。如有損毀、遺失賠償等，依本校「圖書館圖書損毀、遺失賠償要點」規定辦理。

Article 5: Borrowing Rules

1. Materials designated for in-library use only may not be checked out.
2. Interlibrary Loan (ILL) services, including Document Delivery Services (DDS), book loans, and partner library cards, are not provided.
3. The loan quota is 5 volumes for 28 days. Renewals and reservations are permitted, but discussion rooms may not be used.
4. If accumulated overdue fines exceed the deposit amount, the Library may confiscate the deposit and cancel borrowing privileges. Legal procedures will be followed to recover overdue books.
5. All other borrowing and return rules shall follow the "NKUHT Library Loan Regulations." Compensation for damaged or lost items shall follow the "NKUHT Library Regulations for Compensation of Damaged or Lost Library Materials."

第六條 辦理保證金退還時，須填寫本校「圖書館借書證保證金申退申請表暨領款收據」(另

訂之)，附上保證金收據、銀行或郵局存簿封面影本乙份等文件據以辦理，保證金無息退還，由本校匯入帳戶，恕無法退還現金。

Article 6 To apply for a deposit refund, the applicant must complete the "NKUHT Library Card Deposit Refund Application and Receipt" (established separately) and provide the original deposit receipt, and a copy of their bank or post office passbook cover. The deposit will be refunded without interest via bank transfer to the designated account; cash refunds are not available.

第七條 本辦法經圖書諮詢委員會及行政會議審議通過，陳請校長核定後公布實施；修正時亦同。

Article 7 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 Section, Library and Information Services Office