

義守大學推廣教育中心及語文中心學員使用圖書與資訊處館藏資源要點
**Guidelines on the Use of Library Resources of the Office of Library and Information Services
by Students of the Extension Education Center and the Language Center of I-Shou
University**

99年6月15日圖書館諮詢委員會通過

Adopted on June 15, 2010 by the Library
Advisory Committee

102年3月21日校長核定修正第1、3、5、7、8條條文

Amendments to Articles 1, 3, 5, 7 and 8 ratified
and promulgated by the President on March 21,
2013

103年12月31日校長核定公告修正全文

Amendments to the Guidelines ratified and
promulgated by the President on December 31,
2014

- 一、義守大學圖書與資訊處（以下簡稱本處）為服務本校推廣教育中心及語文中心學員，並秉持圖書資源共享之理念，適度開放本處館藏圖書之借閱，特訂定本要點。
 - I. The Guidelines on the Use of Library Resources of the Office of Library and Information Services by Students of the Extension Education Center and the Language Center of I-Shou University (hereinafter referred to as the “Guidelines”) are established by the Office of Library and Information Services (hereinafter referred to as the “Office”) to offer book checkout services to the students of the Extension Education Center and the Language Center under the principle of sharing book resources.
- 二、在圖書館開放時間內，本校推廣教育中心及語文中心學員可憑學員證進入圖書館閱覽。
 - II. Students of the Extension Education Center and the Language Center may enter the Library by their student ID cards during the opening hours.
- 三、本校推廣教育中心及語文中心學員進入圖書館使用圖書資料及設備時，應遵守本處「圖書資料閱覽管理規則」。
 - III. Students of the Extension Education Center and the Language Center must abide by the Rules of Reading and Using Library Materials at the Libraries of the

Office of Library and Information Services at I-Shou University when using the library materials and facilities at the Library.

- 四、本校推廣教育中心及語文中心學員修業期間至圖書館借書時，須至各該中心填妥本校借書證申請單，再至本處辦理借書證。並繳交保證金新臺幣壹仟元，俟借書證有效期限結束後，如有罰款，經圖書館計算並告知，自保證金扣除罰款後，無息退還剩餘之保證金。
- IV. To borrow books from the Library, students shall first go to the Extension Education Center or the Language Center to complete an application form for an ISU library card, and then submit the completed application form and pay a deposit of NT\$1,000 to the Office. At the expiry of the validity of the library card, the deposit shall be returned without interest after the Library deducts payable fines, if any.
- 五、借書冊數及期限：可借閱總冊數十冊，借期為三十天，不得辦理預約、續借。
- V. The maximum number of checkouts is ten, and the loan period per checkout is thirty days. No reservation or renewal is granted.
- 六、借書每逾期一日，每冊每日處逾期滯還金新臺幣貳元，到期日如遇閉館，則順延至開館日。
- VI. An overdue fine of NT\$2 per day per book shall be charged. A due date that falls on a day that the Library is closed will be extended to the following day on which the Library is open.
- 七、借書證若於有效期間內遺失，應至圖書館辦理掛失，以防他人冒用。申請補發借書證，須繳交補證費用新臺幣壹佰元。
- VII. In case of the loss of the library card during the period of validity, the cardholder shall report loss to the Library to avoid any unauthorized use and at the same time pay NT\$100 for replacement.
- 八、其他相關借閱規則請參照本處「圖書資料借閱管理規則」及「圖書賠償辦法」處理。
- VIII. Any other reading or borrowing rules shall be subject to the Rules for Borrowing Library Materials from the Office of Library and Information Services at I-Shou University and the Regulations for Compensating Lost & Damaged Books of the Office of Library and Information Services of I-Shou University
- 九、本要點經圖書資訊規劃委員會審議通過，陳請校長核定後自公告日

實施。

- IX. The Guidelines become effective on the third day of promulgation after being adopted by the Committee of Library and Information Services and ratified by the President.