

產學智財營運總中心進駐廠商使用義守大學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 Incubatee Companies Stationed at the Headquarters for
Industry-University Collaboration and Intellectual Property Management at I-Shou
University**

90年10月21日90學年度第1學期主管會議通過

Adopted on October 21, 2001 by the Executive Board Meeting in the first semester of the academic year 2001

99年6月15日圖書館諮詢委員會議修訂

Amended on June 15, 2010 by the Library Advisory Committee

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)為服務產學智財營運總中心進駐廠商(以下簡稱育成進駐廠商)因研究參考需要使用圖書館資源，特訂定本要點。

I. The Guidelines on the Use of Library Resources of the Office of Library and Information Services by Incubatee Companies Stationed at the Headquarters for Industry-University Collaboration and Intellectual Property Management at 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 library-related services to incubate companies stationed at the Headquarters for Industry-University Collaboration and Intellectual Property Management (hereinafter referred to as the “incubate companies”) to satisfy their needs for research.

二、在圖書館開放時間內，育成進駐廠商可換證進入圖書館閱覽。

II. Employees of incubatee companies may enter the Library by exchanging a valid identity document for an access card during the opening hours.

三、育成進駐廠商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. Employees of incubate companies 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、育成進駐廠商因業務需要借書時，須至產學智財營運總中心填妥本校「圖書與資訊處創新育成中心廠商借書證申請表」，再至本處辦理借書證，每家廠商限申請一張借書證。

IV. Employees of incubate companies in need of borrowing books for business purposes shall apply for a library card by submitting an Application Form for ISU Library Card (ISU Incubatee Companies) to the Office. Each incubatee company shall have one library card only.

五、服務項目：

(一) 圖書：限一般可外借圖書，可借閱總冊數十冊，借期為三十天，不得辦理預約、續借。

(二) 逾期滯還金：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。

(三) 期刊：開放於圖書館內閱覽。

(四) 資訊檢索：資料庫請至圖書館參考區檢索。

V. Services:

1. Books: Employees of incubatee companies shall only borrow the books which are available for checkout. The maximum number of checkouts is ten, and the loan period per checkout is thirty days. No reservation or renewal is granted.

2. Overdue fines: 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.

3. Periodicals: Periodicals shall be read only at the Library.

4. Information retrieval: Users shall go to the Reference Area for information retrieval into databases.

六、借書證若遺失，應至圖書館流通服務台辦理掛失，並申請補發借書證，繳交補證費用新臺幣壹佰元。

VI. In case of the loss of the library card, the cardholder shall report loss to the Circulation Desk of the Library and pay NT\$100 for replacement.

七、廠商之借書證若有違規紀錄，該張借書證將不得再使用，直至解決違規紀錄事項。有重大違規紀錄者，將請產學智財營運總中心協助處理。必要時，得從廠商繳交保證金中扣除積欠之滯還金或遺失賠償費。

VII. In case of any non-compliance, the library card used by the violating incubatee company shall be suspended until the Library agrees to cancel the non-compliance records. In case of any gross violations, the Library shall invite the Headquarters for Industry-University Collaboration and Intellectual Property Management to assist in dealing with the situations. The Library reserves the right to deduct fines or the compensation for loss/damage from the guarantee money, if necessary.

八、育成進駐廠商進出圖書館須親持借書證刷卡進出，並遵守本處各項規定。

VIII. Employees of incubatee companies must use their library cards to enter the Library and follow the regulations and rules set forth by the Office.

九、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。

IX. 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.

十、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。

X. 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.