

義守大學圖書與資訊處圖書賠償辦法

Regulations for Compensating Lost & Damaged Books of I-Shou University Office of Library and Information Services

80年4月17日79學年度第2學期第1次行政會議通過

Approved in the 1st meeting of the University Administration Council at the 2nd semester of the academic year 1990 on April 17, 1991.

85年11月2日85學年度第1學期行政會議修訂

Amended in the meeting of the University Administration Council at the 1st semester of the academic 1996 on November 02, 1996.

94年12月5日94學年度第1學期圖書館諮詢委員會會議修訂

Amended in the meeting of Library Advisory Committee at 1st semester of the academic year 2005 on December 05, 2005

99年11月30日99學年度第1學期圖書館諮詢委員會會議修訂

Amended in the meeting of Library Advisory Committee at the 1st semester of academic year 2010 on November 30, 2010.

102年3月21日校長核定修正第1、3、5條條文

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

第一條 借閱本處圖書，如有遺失、撕毀、污損等情形者，依本辦法處理。

Article 1 Please follow the Regulations for Compensating Lost & Damaged Books if the books are lost, damaged or stained after the readers return.

第二條 讀者所借閱圖書如有遺失或污損，應立即通知圖書館，申請暫免逾期罰款，並於一個月內至圖書館辦理賠償事宜。

Article 2 Readers shall inform the Library and apply for being exempt from overdue fines temporarily if the books borrowed by the readers are lost, damaged or stained. Readers shall compensate for the books within one month after informing the Library.

第三條 圖書(含光碟片)遺失賠償辦法：

Article 3 Regulations for compensating the lost books (including floppy disks and discs):

- 一、借出圖書資料，如有遺失，由遺失人購置原書之同版本或新版賠償為原則。如遺失人無法購得相同圖書，則

依該書現行定價兩倍現金賠償。如該書已絕版，則依該書原價之三倍現金賠償。

1. In principle, the readers shall buy the books in the same or newest editions if the books are lost. Readers who can not buy the same books shall pay for the money as twice as the current prices of the books. If the books are out of print, the readers shall pay for the money as triple as the cost prices of the books.

二、遺失之西文原版書如無法購得，視同絕版書處理之，不得以台灣盜版書取代。

2. The western books in original editions shall be regarded as the books out of print and can not be replaced by the illegally pirated books if it is impossible to buy.

三、套書之單冊遺失，該書如無法零購時，則以全套叢書或叢書計價賠償之。

3. Readers shall compensate for one of the books or the whole set of the book series, which are missed and can not be bought on market.

四、合訂本期刊如遺失，應購置同卷期之散本期刊，並加新臺幣壹佰伍拾元之裝訂費賠償之。如無法購得同卷之散本期刊時，應依該期刊當年訂價之兩倍賠償之。

4. Readers shall buy one of the periodicals in the same edition and pay for an extra fee of NTD\$150 for the book binding if one of the periodicals in the bound volume is lost. If it is impossible to buy one of the periodicals in the bound volume, the readers shall pay for the money as twice as the subscription fees of the periodicals.

五、無論自行購買原書賠償，或繳納賠償金額，每冊皆需加收圖書加工費新臺幣伍拾元整。

5. No matter the readers compensate for the books by purchasing or paying for the money, each volume shall be charged for extra administration fee of NTD\$50.

六、所有非價購圖書(交換、贈送、寄存)未標示定價者，則中文書每面新臺幣兩元，西文書每面拾元，一百面以下者，以一百面計算。

6. If the books are exchanged, presented or kept for other

institutions without marking on the fixed prices, the readers shall pay for NTD\$2 for each page of Chinese books and NTD\$10 for each side of each page of Western books. The number of pages shall be counted for 100 if it is below 100.

七、賠償書款如遇『基價』，乘以五十計算。

7. If the lost, damaged or stained books have fixed a basic price, the price shall be multiplied by 50.

八、如為圖書之附件如磁片、光碟片，由遺失人購買原書之附件賠償，再加收新臺幣貳拾元圖書加工費。若磁片、光碟片已絕版，則以賠書兩倍方式賠償，再加收新臺幣伍拾元圖書加工費。

8. Readers shall compensate for the attachments of the books if losing the attachments (e.g. floppy disks or discs), and shall be charged for an extra administration fee of NTD\$20. If the floppy disks or discs of books won't be produced anymore, the readers shall pay for the money as twice as the prices of books and be charged for an extra administration fee of NTD\$50.

九、遺失書籍於借期內向本處報失，並自報失日起一個月內完成賠償手續者，僅需負責賠償之責。若超過一個月，每天以兩元累計罰款。超過借書期限報失者，另需繳納逾期罰款。

9. Readers shall only take the responsibility for compensation if they have reported to the Office of Library and Information Services Library for lost books before due date, and completed the procedures for compensation within one month after reporting. Readers who have not completed the procedures for compensation within one month after reporting shall have a penalty of NTD\$2 each day. Anyone who reports missing books after due date shall also have a penalty for overdue return.

十、若遇天然災害(如水災、火災、地震等)或不可抗拒之人為因素造成所借圖書資料損毀，可於事發後一個月內提出申請並檢附相關證明文件或受損之圖書，得予減免或免除本處館藏賠償金額，但圖書逾期仍須繳交逾期罰

款。

10. If the borrowed books or materials are damaged due to natural disasters or other force majeure, such as floods, fire accidents or earthquakes, the borrowers can be exempted from part or whole of responsibility to compensate by handing over one copy of proofs or damaged books/materials within one month after the disaster or other force majeure happens. However, it is still necessary for the readers to pay for the overdue fines if the borrowers have not returned the books/ materials on time.

第四條 辦理賠償程序：

Article 4 Procedures for Compensation of Books:

一、如係自行購買原書賠償者，將所購圖書送交流通服務台核對無誤後，辦理註銷手續。

1. Readers shall complete the procedures for cancelling the records of missing, damaged or stained books after sending the books purchased to the Circulation Desk of the Library, and the desk has also confirmed the books are identical with the original ones without any problems.

二、如係賠償價格者，請至流通服務台繳納賠償金額，並領取繳款收據，辦理註銷手續。

2. Readers shall complete the procedures for cancelling the records of missing, damaged or stained books by compensating for the books at the Circulation Desk and receiving the receipts of payment.

第五條 本辦法經圖書資訊規劃委員會議通過，陳請校長核定後公佈實施，修訂時亦同。

Article 5 The Regulations adopted by the Library Advisory Committee shall come into effect on and after the third day when they are approved and promulgated by the President. Amendments must also undergo the same procedures.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this Regulations, the Chinese language version shall prevail.