

# 義守大學圖書與資訊處教師指定用書使用原則

## Rules of Borrowing Courses Reserves from the Office of Library and Information Services at I-Shou University

79 年 11 月 23 日 79 學年度第 1 學期第 2 次行政會議通過

Adopted on November 23, 1990 at the second meeting of the University Administration Council in the first semester of the academic year 1990

84 年 3 月 5 日 83 學年度第 2 學期行政會議修訂

Amendments adopted on March 5, 1995 by the University Administration Council in the second semester of the academic year 1994

94 年 12 月 5 日 94 學年度第 1 學期圖書館諮詢委員會議修訂

Amendments adopted on December 5, 2005 by the Library Advisory Committee in the first semester of the academic year 2005

99 年 11 月 30 日 99 學年度第 1 學期圖書館諮詢委員會議修訂

Amendments adopted on November 30, 2010 by the Library Advisory Committee in the first semester of the academic year 2010

100 年 5 月 25 日 99 學年度第 2 學期圖書館諮詢委員會議修訂

Amendments adopted on May 25, 2011 by the Library Advisory Committee in the second semester of the academic year 2010

102 年 3 月 21 日校長核定修正第 13、14、16、19 條條文

Amendments to Provisions XIII, XIV, XVI and XIX ratified by the President on March 21, 2013

102 年 4 月 15 日校長核定公告修正第 1、6、18 條條文

Amendments to Provisions I, VI, and XVIII ratified and promulgated by the President on April 15, 2013

103 年 12 月 31 日校長核定公告修正全文

Amendments to the Rules 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)為教師指定用書使用有所依據，特訂定義守大學圖書與資訊處教師指定用書使用原則(以下

簡稱本原則)。

- I. The Office of Library and Information Services of I-Shou University (hereinafter referred to as the “Office”) stipulates the Rules of Borrowing Course Reserves from the Office of Library and Information Services at I-Shou University (hereinafter referred to as the “Rules”) to serve as the legal basis of the borrowing of course reserves.  
The Office of Library and Information Services of I-Shou University (hereinafter referred to as the “Office”) stipulates the Rules of Borrowing Course Reserves from the Office of Library and Information Services at I-Shou University (hereinafter referred to as the “Rules”) to serve as the legal basis of the borrowing of course reserves.
- 二、 教師指定用書為因應教學研究上之需求，配合課程指定特定館藏書籍供學生使用並陳列於專架專供學生借用參考。
- II. For the purpose of teaching and research, faculty members may designate books which are available at the Library to be displayed on specific open book shelves for students to borrow.
- 三、 教師指定用書每次借閱時限以二小時計，無人預約可續借。
- III. Course reserves are allowed to be borrowed for no more than two hours each time, but the loan period may be renewed if those books are not reserved by others.
- 四、 教師指定用書可於閉館前一小時內辦理外借，次日上午九時以前歸還。次日如遇閉館，則順延至開館日。
- IV. Course reserves may be checked out within one hour before the Library is closed and shall be returned before 9 a.m. on the next day. 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.
- 五、 借書逾時限，每冊每小時處逾期滯還金新臺幣貳元。不滿一小時者，以一小時計。每冊逾期滯還金累計以原價的十倍為上限。
- V. An overdue fine of NT\$2 per hour per book shall be charged. Overdue time less than one hour shall be calculated as one hour. The maximum overdue fine charged in total for a book shall be as many as ten times the original price of the book.

六、借閱冊數，每一學科以二冊為限，借閱手續，由本人親自辦理，不得代借或轉借。

VI. A patron is allowed to borrow up to two books for each course; patrons shall borrow these books in person. It is prohibited to borrow books in another person's name or to lend the borrowed books to others.

七、有關其他借閱規則，比照本處「圖書資料借閱管理規則」辦理。

VII. Other relevant borrowing and reading rules shall be subject to the Rules of Borrowing Library Materials from the Office of Library and Information Services of I-Shou University.

八、本原則經本處處務會議審議通過，陳請校長核定後自公告日實施。

VIII. The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council and ratified by the President.