

義守大學畢業校友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 Alumni of I-Shou University

83年6月17日82學年度第2學期第2次行政會議通過

Adopted on June 17, 1994 at the second meeting of the University Administration Council in the second semester of the academic year 1993

102年3月21日校長核定修正第1、3、8條條文

Amendments to Articles 1, 3 and 8 ratified 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）為服務本校畢業校友（以下簡稱校友），特訂定本要點。
 - I. The Guidelines on the Use of Library Resources of the Office of Library and Information Services by Alumni 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 library-related services to alumni of I-Shou University (hereinafter referred to as the “University”).
- 二、 在圖書館開放時間內，校友可憑本校校友證進入圖書館閱覽。
 - II. Alumni may enter the Library by a valid alumni card during the opening hours.
- 三、 校友使用圖書資料及設備時，應遵守本處「圖書閱覽管理規則」。
 - III. Alumni 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、 校友借書與使用電子資源需先申請借書證，並繳納保證金新臺幣壹仟元，非本校校友會會員加收製證費用伍拾元。保證金於借書證繳回本處時，無息退還。
 - IV. To use electronic resources of the Office, alumni shall apply for a library card and pay a deposit of NT\$1,000; extra NT\$50 shall be paid by those who are not members of the ISU Alumni Association for making a new card. The deposit

will be returned without interest when the library card is returned to the Office.

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) 電子資源：申請通過後，依使用權限使用本處電子資源。

V. Services:

1. Books: Alumni shall only borrow the books which are available for check out. 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. Electronic Resources: Alumni shall use the electronic resources of the Office pursuant to the authority granted to them after their applications are approved.

六、電子資源使用注意事項：

- (一) 由本處給予一組個人帳號、密碼，使用權限為一年，並禁止申請人將該組帳號、密碼借予他人登入使用本處電子資源。
- (二) 本處所提供之電子資源以取得廠商同意授權於校友身分使用之資源為主。
- (三) 若發生違法情事，除依法令規定辦理，並沒收新臺幣壹仟元保證金及永久停止使用電子資源權限。

VI. Notices about using electronic resources:

1. One personal username and password valid for a period of one year will be given by the Office. Alumni must not reveal the username and password to any person to use the electronic resources.
2. The electronic resources offered by the Office are mainly those authorized by suppliers for alumni to use.
3. In case of any violation, not only shall violators be punished according to the law

and banned permanently from using electronic resources but the deposit of NT\$1,000 will also be confiscated.

七、其他相關借閱規則參照本處「圖書資料借閱管理規則」及「圖書賠償辦法」處理。

VII. 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.

八、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。

VIII. 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.

九、本要點經圖書與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.