

義守大學圖書與資訊處影印服務辦法

Regulations for the Services of Photocopy of I-Shou University

Office of Library and Information Services

82 年 6 月 17 日 82 學年度第 2 學期第 2 次行政會議通過
Approved in the 2nd meeting of the University Administration Council
at the 2nd semester of the academic year 1993 on June 17, 1993.

102 年 3 月 21 日校長核定修正第 2 條條文
Amendments to Articles 2 ratified by the President on March 21, 2013.

第一條 凡圖書館不外借之圖書資料，在不違反侵犯著作權法合理使用範圍內，讀者可以利用本辦法影印。

Article 1 Readers may copy the books and related data which can not be borrowed in accordance with the Regulation and the Intellectual Property Rights Law.

第二條 本處採自助式之刷卡影印服務，讀者只需自備本校統一發售之影印卡，即可自行操作機器，影印所需資料。

Article 2 Readers may copy the books and information at the Office of Library and Information Services by themselves. All they have to do is to prepare the photocopy card, which is sold by the University, and use the copying machines to copy the information or books they need at the Library.

第三條 影印前請參閱影印機操作程序說明圖，再行影印。如遇有任何不解之處，請向流通服務台人員詢問。

Article 3 Please see the pictures for demonstrating how to operate the machines on the copying machine before copying. If the readers still don't understand how to use the machines, please consult the related staff.

第四條 影印中如遇有效果不良、缺紙、夾紙或機械故障情形，請向流通服務台人員要求協助。

Article 4 If the copying machine has any problems, such as insufficient papers, paper jam or breakdown, please consult the related staff.

第五條 影印完畢請將圖書資料歸回原位或放置於書車，由專人歸架。

Article 5 Please return the books or data to the original positions or put them on the

book carts that the librarians can put them back on shelves after copying.

第六條 本辦法經行政會議通過後公佈實施，修訂時亦同。

Article 6 The Regulations adopted by the University Administration Council shall come into effect after they are promulgated. 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.