

義守大學圖書與資訊處館藏資料註銷辦法

Regulations for Cancellation of Office of Library and Information Services Library Collections of I-Shou University

99年6月15日圖書館諮詢委員會通過

Approved in the meeting of the Library Advisory Council on June 15, 2010.

102年3月21日校長核定修正第1、2、4、5條條文

Amendments to Articles 1, 2, 4 and 5 ratified by the President on March 21, 2013.

第一條 義守大學圖書與資訊處（以下簡稱本處）為維持本處館藏品質，淘汰過時及破損不堪使用之館藏資料，特訂定本辦法。

Article 1 To eliminate shabby books and data for keeping the quality of collections of the ISU library (hereinafter referred to as the Library), the Regulations for Cancellation of Library Collections of I-Shou University are hereby set up by the Office of Library and Information Services.

第二條 凡經本處登錄入藏之印刷資料與非印刷資料，合乎本辦法各項註銷原則者，得依本辦法辦理註銷。

Article 2 The Library is eligible to eliminate the print or non-print materials collected by the Library according to the Regulations.

第三條 註銷原則：

Article 3 Cancellation Principles:

一、印刷資料（含一般圖書、參考書、期刊等，不含特藏資料）：

1. The print materials, including normal books, reference works, and periodicals/ journals and so on (excluding the special collection of the Library), shall be eliminated if meeting one of the following conditions:

(一) 凡資料遇脫線、缺頁、破損不堪（三分之一以上不能閱讀者）、無法整理裝訂，且已無參考價值者。

(1) The books, which are at least 1/3 of them, are too shabby to read or to be bound together without the value for reference.

(二) 資料破損而整理裝訂費用等於或超過購置費，且於市面上可再購得者。

(2) The fee for renewing the books is much higher than the ones to purchase new books, which are available on the market.

(三) 新版資料已購入館藏，舊版已過時無參考價值之圖書或新版資料可完全取代舊版資料者。

(3) The Library has purchased the books in an updated version that it is not necessary to keep the ones in old version.

(四)凡資料遺失已辦妥賠償手續者。

(4) The books, which are lost, but have been compensated.

二、非印刷資料（含書附光碟、視聽資料及電子出版品等）：

2.The print materials (including discs, audio-visual materials and electronic publications, etc.) shall be eliminated if meeting one of the following conditions:

(一)已毀損無法閱讀使用者。

(1) The materials which have been damaged and cannot be read.

(二)凡資料遺失已辦妥賠償手續者。

(2) The materials, which are lost, but have been compensated.

第四條 註銷作業流程：

Article 4 Process of Cancellation:

凡擬註銷之館藏資料先行審查是否合乎註銷原則後，製作「義守大學圖書與資訊處館藏資料報銷清單」，依行政程序呈核註銷。

The Office of Library and Information Services shall make the List for Eliminating Collections of ISU Library to check which books or materials shall be eliminated according to the regulations.

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，修正時亦同。

Article 5 The Regulations which are adopted by the Library Advisory Council 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 the Regulations, the Chinese language version shall prevail.