

義大國際高級中學教職員工使用義守大學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, I-Shou University, by Teachers and Staff of I-Shou International School**

94年5月30日93學年度第2學期主管會議通過

Adopted on May 30, 2005 by the Executive Board Meeting in the second semester of the academic year 2004

102年3月21日校長核定修正第1、2、3、4、8、9條條文

Amendments to Articles 1, 2, 3, 4, 8 and 9 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）為服務義大國際高級中學教職員工(以下簡稱義大高中教職員工)，並秉持圖書資源共享之理念，適度開放本處館藏圖書之借閱，特訂定本要點。
  - I. The Guidelines on the Use of Library Resources of the Office of Library and Information Services, I-Shou University, by Teachers and Staff of I-Shou International School (hereinafter referred to as the “Guidelines”) are established by the Office of Library and Information Services (hereinafter referred to as the “Office”) to offer book checkout services to teachers and staff of I-Shou International School (hereinafter referred to as the “ISIS teachers and staff”) under the principle of sharing book resources.
- 二、在圖書館開放時間內，義大高中教職員工可憑借書證進入圖書館閱覽。
  - II. ISIS teachers and staff may enter the Library and read books by a valid library card during the opening hours.
- 三、義大高中教職員工進入圖書館使用圖書資料及設備時，應遵守本處「圖書閱覽管理規則」。
  - III. ISIS teachers and 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、義大高中教職員工辦理借書時，須至義大高中圖書資訊處填妥「義大國際高級中學教職員工申請義守大學圖書與資訊處借書證申請單」，再至本處辦理借書證。
- IV. To borrow books from the Office, ISIS teachers and staff shall first go to the ISIS Library & Information Office to complete an Application Form for ISU Library Card (ISIS Teachers & Staff), and then submit the completed application form to the Office for applying for a library card.
- 五、借書冊數及期限：可借書十冊，借期三十天，不得辦理預約、續借。
- V. The maximum number of checkouts for ISIS teachers and staff is ten, and the loan period per checkout is thirty days. No reservation or renewal is granted.
- 六、借書每逾期一日，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。
- VI. 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.
- 七、借書證若遺失，請至本處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。
- VII. 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.
- 八、其他相關借閱規則請參照本處「圖書資料借閱管理規則」及「圖書賠償辦法」處理。
- VIII. 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.
- 九、本要點經圖書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.

