

義守大學圖書與資訊處館際合作辦法

Regulations for the Inter-library Services at I-Shou University

80 年 4 月 17 日 79 學年度第 2 學期第 1 次行政會議通過

Adopted on April 17, 1991 at the first meeting of the University Administration Council in the second semester of the academic year 1990

85 年 11 月 2 日 85 學年度第 1 學期行政會議修訂

Amendments adopted on November 2, 1996 by the University Administration Council in the first semester of the academic year 1996

102 年 3 月 21 日校長核定修正第 1、3、9、12 條條文

Amendments to Articles 1, 3, 9 and 12 ratified by the President on March 21, 2013.

第一條 義守大學（以下簡稱本校）對尚未收藏之期刊論文、研究報告、會議資料、圖書等，經確認為其他館際合作單位所有，為便於申請複印或借閱服務，特訂定義守大學圖書與資訊處館際合作辦法（以下簡稱本辦法）。

Article 1 The Regulations for the Inter-library Services at I-Shou University (hereinafter referred to as the “Regulations”) are enacted to facilitate applications for photocopying or borrowing periodicals, theses, dissertations, research reports, conference data, and books which are not available at the University but collected by other libraries.

第二條 本辦法僅適用於本校教職員生。

Article 2 Inter-library services are available only to the faculty, staff and students of the University.

第三條 讀者申請前，請先至『全國文獻傳遞服務系統(NDDS)』申請帳號，經認證通過後即可上線申請。

Article 3 Patrons shall log in to the Nationwide Document Delivery System (NDDS) (<http://ndds.stpi.narl.org.tw/>) to apply for an account before applying for the inter-library services online.

第四條 讀者確定申請之圖書館後，請利用『全國文獻傳遞服務系

統(NDDS)』線上填寫申請單，即可完成申請。

Article 4 Patrons shall first ensure the library where the materials are located, and then complete an online application form on NDDS for inter-library photocopying or borrowing services.

第五條 圖書、複印資料到館後，系統會以電子郵件通知讀者至圖書館參考服務台領取。

Article 5 After the materials or photocopied data arrive at the Library, the system shall send a reminder via e-mail to the patrons concerned to pick up the materials or data at the Reference Desk.

第六條 圖書、複印資料到館一星期內，讀者應來館領取，並繳交費用。

Article 6 Patrons shall pick up the materials or photocopied data and pay all applicable fees within one week after the materials or data arrive at the Library.

第七條 申請費用依對方圖書館之收費規定繳納。

Article 7 Patrons shall be charged according to the standards set by the libraries which accept applications.

第八條 凡讀者所申請之館際合作資料，如有涉及違反著作權法之相關規定，其法律責任由申請者自行負責。

Article 8 Patrons shall be fully liable if the data being applied for violates the Copyright Act.

第九條 代借圖書之數量及期限依對方圖書館之規定辦理。

Article 9 The maximum number and loan period for the materials borrowed via inter-library services shall be governed by the regulations set up by the libraries which lend out the materials.

第十條 代借圖書如有逾期、遺失、污損等情形，依對方圖書館之規定辦理。

Article 10 If the materials borrowed by the Library on behalf of patrons are overdue, lost or damaged, the patrons shall be fully liable according to the regulations set up by the libraries which lend out the materials.

第十一條 與本校訂有聯盟關係或交換借書證者之館際互借辦法另訂之。

Article 11 Regulations for exchanging inter-library cards or for the inter-library services

with institutions with which the University has established an alliance shall be stipulated separately.

第十二條 本辦法經行政會議通過，陳請校長核定後，自公告日實施。

Article 12 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.