

義守大學圖書與資訊處參考資料使用辦法

Regulations for the Management and Use of Reference

Materials at 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、2、4、6~8條條文

Amendments to Articles 1, 2, 4 and 6~8 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)為統一本處參考資料之使用管理，特訂定義守大學圖書與資訊處參考資料使用辦法(以下簡稱本辦法)。

Article 1 The Regulations for the Management and Use of Reference Materials at I-Shou University (hereinafter referred to as the “Regulations”) are enacted by the Office of Library and Information Services (hereinafter referred to as the “Office”) for better management and efficiency in using reference materials.

第二條 凡於本處使用圖書館下列資料，均應依本辦法管理。

Article 2 The Regulations shall be complied with when the following library materials are used:

一、 一般參考工具書、珍藏圖書。

1. general reference works or books collected by the Office.

二、 學位論文、學報、教師升等著作、輿圖資料、專題研究報告、政府出版品及留學資料等。

2. theses, dissertations, university journals, works with which faculty members get promoted, information with maps, research reports, government publications, information on overseas studies and so on.

第三條 凡上列館藏資料之書標有加註特藏符號「R」或「S」記號者，限館內閱覽，概不外借。但可於閉館前一小時內辦理外借，次日上午九時以前歸還。次日如遇閉館則順延一天。

Article 3 In principle, the materials listed above with a special mark “R” or “S” on the label shall be read only at the Library. Anyone who wants to borrow such materials shall borrow within one hour before the Library is closed and return them before 9:00 a.m. of the next day. If the Library is closed on the due date, the loan period shall be extended for another day

第四條 使用參考資料時，應保持資料完整，嚴禁圈點、評註、污損或撕割，違者依本處「圖書資料賠償辦法」辦理。

Article 4 Patrons shall keep reference materials clean and intact without leaving any marks or notes on them. Violators shall be penalized according to the Regulations for Compensating Lost & Damaged Books.

第五條 使用參考資料時，應保持安靜，嚴禁抽煙、飲食。

Article 5 Patrons shall keep quiet and must not smoke or have food/drinks when using reference materials at the Library.

第六條 如遇有任何使用參考資料及相關問題，讀者可利用諮詢服務，請求工作人員予以協助。

Article 6 Patrons may consult the staff at the Reference Desk in case of any questions about how to use reference materials.

第七條 本辦法經行政會議通過，陳請校長核定後，自公告日實施。

Article 7 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.