

# 義守大學圖書與資訊處視聽資料及設施管理規定

## Rules of the Management of Audiovisual Materials and Equipment by Office of Library and Information Services at I-Shou University

87 年 10 月 20 日 87 學年度第 1 學期主管會報通過

Adopted on October 20, 1998, by the Executive Board Meeting in the first semester of the academic year 1998

91 年 4 月 20 日 90 學年度第 2 學期主管會報修訂

Amended on April 20, 2002, by the Executive Board Meeting in the second semester of the academic year 2001

102 年 3 月 21 日校長核定修正第 1~15 條條文

Amendments to Articles 1-15 promulgated with the consent from the President dated March 21, 2013

103 年 2 月 22 日校長核定修正第 2~11 條條文

Amendments to Articles 2-11 promulgated with the consent from the President dated February 22, 2014

108 年 11 月處務會議修正通過(全文)，109 年 2 月 11 日校長核備公告

Amendments to Rules adopted by the Office Affairs Council in November 2019, and promulgated with the consent from the President dated February 11, 2020

113 年 5 月 27 日處務會議修正通過(全文)，113 年 6 月 27 日校長核備公告

Amendments to the Rules adopted by the Office Affairs Council on May 27, 2024, and promulgated with the consent from the President dated June 27, 2024

第一條 義守大學(以下簡稱本校)圖書與資訊處(以下簡稱本處)為使

讀者能夠完善利用視聽資料及多媒體學習與應用，以支援本校師生教學、研究與學習之需求，特訂定「義守大學圖書與資訊處視聽資料及設施管理規定」(以下簡稱本規定)。

Article 1 The Rules of the Management of Audiovisual Materials and Equipment at I-Shou University (hereinafter referred to as “the Rules”) are made by the Office of Library and Information Services (hereinafter referred to as “the Office”) for patrons to make the most of audiovisual materials and learn how to use multimedia computers, with the aim of offering full support to faculty and students' needs for teaching, doing research, and learning at I-Shou University (hereinafter referred to as “the University”).

第二條 視聽媒體服務項目如下：

Article 2 Audiovisual services are as follows:

一、視聽資料之借用。

1. the check-out of audiovisual materials;

二、電腦自學區多媒體電腦之使用。

2. the use of multimedia computers in the computer-aided self-learning area; and

三、影音欣賞區設備之借用。

3. the borrowing of equipment in the audiovisual viewing area.

第三條 服務對象：

Article 3 The aforesaid services are available to:

一、本校之教職員(含兼任教師及約用人員)及在學學生。

1. all full- and part-time faculty members, full-time and contract staff, and currently enrolled students; and

二、辦理圖書館借書證之校友及義大國際高級中學教師，憑證件可使用視聽資料及媒體設備。讀者不得冒用或使用他人證件，如經查獲，證件本人及使用他人證件者，均停止使用視聽資料及媒體設備一個月。

2. alumni of the University and teachers of I-Shou International School with a library card issued by the Office. No one is permitted to

assume another person's name or use another person's identity document or library card when he/she wants to use the resources offered by the Office. Anyone who lends out his/her identity document or library card and who uses another person's identity document or library card shall be suspended from using audiovisual materials and media equipment for one month.

第四條 視聽資料使用規定如下：

Article 4 Rules about the use of audiovisual materials:

- 一、讀者憑證於開館時間內，至服務台辦理借用手續。
  1. If patrons want to borrow audiovisual materials, they shall complete the borrowing process at the Information Desk during the opening hours by presenting a valid identity document or a library card.
- 二、視聽資料使用時間以每次二小時或節目長度為原則，每次限借一件。欲延長者，應至服務台登記，中途離座超過十五分鐘，視同放棄觀賞權利，得分配其他讀者使用。
  2. Audiovisual materials shall be checked out for only two hours or as long as the program lasts. Only one piece of materials can be checked out at a time. To extend the loan period, patrons shall re-register at the Information Desk. Patrons shall not leave their seats for more than fifteen minutes at a time or will be considered giving up the right to view the material; in this case, the Office reserves the right to lend the material to another patron.
- 三、視聽資料限於圖書館內使用，未經本處同意，不得擅自攜出，違者停止借用一學期。
  3. Patrons shall use the borrowed audiovisual materials only in the library and shall not take them away without permission. Violators shall be barred from borrowing audiovisual materials for one semester.

第五條 在不影響讀者使用視聽資料之前提下，視聽資料得提供外借，外借規定如下：

Article 5 Only when patrons' right to use audiovisual materials is not affected will audiovisual materials be available for checkout. The rules for checkouts are as follows:

一、外借服務對象：本校教職員（含兼任教師及約用人員）、辦理圖書館借書證之義大國際高級中學教師。

1. Checkout services are available to all full- and part-time faculty members and full-time and contract staff of the University as well as teachers of I-Shou International School who have a library card issued by the Office.

二、外借數量：每人每次二件為原則。

2. The loan period for full-time faculty members of the University is two to seven days with one renewal. If a patron needs to renew the checkouts, he/she shall apply in person at the Information Desk or by phone on or before the due date.

三、專任教師借期為二至七日，續借以一次為限。教師續借應於到期日前（含到期日當天）親至服務台或以電話辦理。

3. The loan period for full-time faculty members of the University is two to seven days with one renewal. If a patron needs to renew the checkouts, he/she shall apply in person at the Information Desk or by phone on or before the due date.

四、本校兼任教師及辦理圖書館借書證之義大國際高級中學教師外借之視聽資料需當天歸還，不得續借。

4. Part-time faculty members of the University and teachers of I-Shou International University may borrow audiovisual materials at the Information Desk by presenting a library card issued by the Office, and they shall return the borrowed audiovisual materials on the day they borrow without renewals.

五、專任職員（含約用人員）得外借購入三年以上之視聽資料，於週五中午十二時後，方可至服務台辦理外借，並次週

開館首日中午十二時前歸還。

5. Full-time staff (including contract staff) of the University are permitted to check out audiovisual materials bought at least three years before. They shall complete the process at the Information Desk after 12 noon on Fridays and return the checkouts before 12 noon on the first opening day of the following week.

六、外借視聽資料應於閉館前歸還服務台，不得使用還書箱歸還。

6. Patrons shall return the borrowed audiovisual materials to the Information Desk during opening hours. Returning audiovisual materials by placing them in the book drop box is not permitted.

七、外借視聽資料，每逾期一日，每件每日滯還金新臺幣五元；到期日如遇閉館，順延至開館日。

7. Patrons shall be charged NT\$5 per day per overdue item. The loan period may be extended for another day if the library is closed on the due date.

八、使用視聽資料應遵守公開播映授權規定，僅限於本校校園內使用，不得為營私謀利而在公開場所播放，如違反規定，由讀者自行承擔法律責任。

8. Patrons shall abide by the applicable regulations and rules concerning the authorization for public viewing and use audiovisual materials within the campus only. Playing audiovisual materials publicly for personal profit is prohibited. Any violations will result in the patron being solely responsible for any legal consequences.

九、本處得視視聽資料之珍貴性、使用率或其他考量因素，調整設定為不可外借。

9. The Office may decide which kind of audiovisual materials can be checked out, depending on the value and the utility rate as well as other factors involved.

第六條 電腦自學區及影音欣賞區使用規定：

Article 6 Rules about the use of the computer-assisted self-learning area and the audiovisual viewing area:

一、每人每次使用以二小時為限，如無人等候，得延長使用時間。中途離席或靜置超過十五分鐘，視同放棄使用權利，得分配其他讀者使用。

1. Every patron is permitted to use a computer for up to two hours; he/she may extend the use depending on availability. Leaving the seat or leaving materials unattended for more than fifteen minutes will be considered as forfeiting the right to use the space or materials, and they may be reassigned to other patrons.

二、使用者於使用器材前，應詳閱使用說明。如發現視聽資料及設施損壞，或不熟悉使用方法時，應立即通知館員，使用者不得擅自修理或任意操作，違者應負損壞賠償之責。

2. Patrons shall read the instructions thoroughly before using the equipment. If patrons find that any audiovisual materials or equipment is damaged, or they do not know how to use the equipment, they shall notify a librarian immediately instead of repairing and/or manipulating the equipment themselves; any damage resulting from such action will make the patron liable for compensation.

三、為尊重智慧財產權、著作權及學術研究使用，本區域嚴禁不正當之用途：

(一)不得上色情網站或發具恐嚇及威脅之信件。

(二)不得下載及使用非法軟體。

(三)不得觀賞非公播版權視聽媒體，非本處提供之視聽資料，禁止利用本處器材播放觀賞。

(四)不得拷貝、轉錄、剪輯、重製及其他觸犯著作權法規規定之情事。

3. To respect intellectual property rights, copyright, and academic research, patrons shall not do any of the following illegal activities in

this area:

- a. visiting porn websites or sending threatening letters;
- b. downloading or using pirated software;
- c. watching audiovisual materials that are not the public presentation edition or playing audiovisual materials not provided by the Office; and
- d. copying, transcribing, editing, reproducing, and other actions that violate copyright laws.

四、如經查獲違反前項規定之讀者，除停止使用權一個月外，應自行負責所有法律責任，並依校規處理。

4. If a patron is found to violate any of the aforementioned rules, in addition to being suspended from use for one month, he/she will be held responsible for all legal liabilities and will be subject to disciplinary action according to the applicable regulations and rules of the University.

五、各項設備於使用完畢後，應由使用者自行關閉機器電源。

5. Patrons shall turn off the power to the equipment after use.

六、三人以上方得開放使用影音欣賞區，遇有特殊情況時，得於事先公告後，變更開放使用人數。

6. The audiovisual viewing area will be open for use only when three or more persons apply for use at a time unless an announcement is otherwise issued for special occasions.

## 第七條

遺失及賠償規定：

### Article 7

Rules about compensation for damages and losses:

一、借用之視聽資料有遺失或因濫用損壞者，應由使用者以同等價格賠償，如有新版品，得以新版品取代，並支付處理費新臺幣一百元，絕版視聽資料以原價十倍價格賠償。

1. Patrons shall compensate for damaged or lost audiovisual materials, and the compensation amount shall be equal to the original price of

the audiovisual materials. Patrons shall pay an extra NT\$100 if the damaged or lost audiovisual materials can be replaced by the latest edition. However, if the damaged or lost audiovisual materials are out-of-commerce, the patron concerned shall be liable for ten times the original price.

二、借用之視聽器材及電腦設備，如使用不當、蓄意破壞、違反管理規定，致器材損毀者，使用者應負全部修理費用；如無法修理，應付購買全新器材之費用。情節嚴重者，得依校規處理。

2. Patrons shall pay for all the repairs when the borrowed audiovisual equipment or computers are damaged due to improper use, an act of vandalism, or violations of the applicable rules. If it is hardly possible to fix the damaged computer or equipment, the patron concerned shall cover the cost of a brand-new piece of equipment or computer.

Patrons who are involved in a serious violation may be punished in accordance with the applicable regulations and rules of the University.

第八條 本規定經處務會議審議通過，陳請校長核備後自公告日實施。

Article 8 The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council and ratified by the President.

*Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.*