**高雄醫學大學館藏資源借用辦法**

**Kaohsiung Medical University**

**Regulations for Borrowing Library Collection**

110.05.03 109學年度第2次圖書館委員會通過

May 3, 2021 Passed by the 2nd Library Committee Meeting of the Academic Year 2020

110.07.08 109學年度第12次行政會議通過

July 8, 2021 Passed by the 12th Administrative Meeting of the Academic Year 2020

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111.11.28 111學年度第1次圖書館委員會通過

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111.12.22 111學年度第4次行政會議通過

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| 第一章  Chapter 1 | 總則  General Principles |
| 第1條  Article 1 | 本校圖書資訊處圖書館（以下簡稱本館）為提供館藏資源借閱使用，並提升流通服務效能，特訂定高雄醫學大學館藏資源借用辦法(以下簡稱本辦法)。  The Library of the Office of Library and Information Services (“the Library”) at Kaohsiung Medical University (KMU or “the University”) formulates the KMU Regulations for Borrowing Library Collection (“the Regulations”) to provide guidelines for borrowing and using library resources and enhance the performance of circulation services. |
| 第2條  Article 2 | 借用本館館藏資源應出示本人教職員證、學生證或具借書權限之有效讀者證等借閱證件，以資辨識。  When borrowing library resources, borrowers shall present their faculty/student ID cards or other valid reader cards with borrowing permissions for identification purposes.  本校讀者證有效期限至多1年，期滿得再申請，申請資格及條件如下：  The maximum validity period of the University’s reader cards is 1 year. Reapplication is allowed upon expiration. The application qualifications and conditions are as follows:   1. 本校兼任教師、代訓醫事人員及外校實習生：填具申請書辦妥保證手續，保證人限為本校或本校附屬機構及相關事業編制內之教職員工。 2. The University’s part-time teachers, doctors in training, and interns from other universities shall complete an application form and undergo the guarantee process. The guarantor shall be faculty or staff within the University, its affiliated agencies, or relevant businesses. 3. 本校校友、已退休之編制內教職員工及推廣教育學分班學員：填具申請書、檢附證明文件如校友證、高醫之友證、推廣教育學分班學員證等並繳交保證金新臺幣3000元。保證金於辦理退證並還清所借圖書及逾期罰款後，無息退還。 4. The University’s alumni, retired faculty and staff, and continuing education students shall complete an application form, submit proof documents (such as alumni cards, KMU partner cards, or ID cards of continuing education students), and pay a deposit of NT$3,000. The deposit will be fully refunded upon the return of the reader cards and borrowed books as well as the payment of any overdue fines. |
| 第3條  Article 3 | 本館館藏資源借用時間，除閉館日外，得於規定時間內，憑證件辦理館藏資料借閱手續。  Except on closing days, borrowers may use their ID cards to borrow library resources during the specified time periods. |
| 第4條  Article 4 | 本館提供之館藏資源皆具有合法版權，借用時應確實遵守智慧財產權相關規定。如有違反規定，借用人應自行承擔法律責任。  All library resources are protected by copyright. Borrowers shall comply with regulations related to intellectual property rights and will be held legally responsible for any violations. |
| 第二章  Chapter 2 | 紙本圖書  Paper Books |
| 第5條  Article 5 | 借閱資格  Borrowing eligibility   1. 本校教職員工生、本校附屬機構及相關事業員工。 2. Faculty, staff, and students from the University and staff of its affiliated agencies and relevant businesses. 3. 兼任教師、代訓醫事人員及外校實習生。 4. The University’s part-time teachers, doctors in training, and interns from other universities. 5. 與本校附屬機構及相關事業簽訂社區醫療群之社區醫師(以下簡稱社區醫師)。 6. Community doctors who have signed an agreement for community healthcare groups with the University’s affiliated agencies and relevant businesses (“community doctors”). 7. 本校校友、已退休之編制內教職員工及推廣教育學分班學員。 8. The University’s alumni, retired faculty and staff, and continuing education students. 9. 館際圖書互借者。 10. Borrowers from the interlibrary cooperation. |
| 第6條  Article 6 | 借書冊數及期限  Number of borrowed books and loan period   1. 專任教師：50冊，借期120天。借期屆滿30天，若有其他讀者預約則縮短借期為14天。 2. Full-time teachers may borrow a maximum of 50 books for 120 days. If there are reservations from other readers starting from the 30th day of the loan period, the loan period will be shortened to 14 days. 3. 醫師及研究生：30冊，借期4週。 4. Doctors and postgraduate students may borrow a maximum of 30 books for 4 weeks. 5. 職員工、大學部學生、兼任教師、代訓醫事人員、社區醫師：20冊，借期4週。 6. Faculty and staff, undergraduate students, part-time teachers, doctors in training, and community doctors may borrow a maximum of 20 books for 4 weeks. 7. 本校校友、已退休之編制內教職員工、推廣教育學分班學員：10冊，借期4週。 8. The University’s alumni, retired faculty and staff, and continuing education students may borrow 10 books for 4 weeks. 9. 館際圖書互借者及外校實習生：5冊，借期2週。 10. Borrowers from the interlibrary cooperation and interns from other universities may borrow a maximum of 5 books for 2 weeks. 11. 科室保管之長期借閱規則另訂於第8條。 12. Long-term borrowing of books by administrative unit custodians is stipulated separately in Article 8. |
| 第7條  Article 7 | 字典、百科全書、珍貴圖書、參考工具書、教師指定參考書、紙本期刊及報紙等原則限館內閱覽。如因特殊情形必須外借時，應以書面申請辦理臨時外借，借用期限不得超過1天：  Dictionaries, encyclopedias, rare books, reference books, course reserves textbook, paper periodicals, and newspapers can only be read within the Library. To borrow them from the Library due to special circumstances, borrowers shall submit a written application for temporary borrowing, which is allowed for no more than 1 day. Relevant regulations are as follows:   1. 借閱方式：限校內教職員生，填具申請表並質押教職員證或學生證辦理。 2. Method of borrowing: Borrowers (faculty, staff, and students from the University only) shall submit an application form and entrust their faculty/staff or student ID cards to the Library in order to apply for borrowing. 3. 借閱時間： 4. Time of borrowing:   週一至週五：下午5時以後開放外借，隔日開館半小時以內歸還。  Monday to Friday: Materials will be available for borrowing after 5 p.m. and shall be returned to the Library within half an hour after the Library opens the next day.  週六至週日：閉館前半小時以內辦理外借手續，隔日開館半小時以內歸還。Saturday and Sunday: Materials will be available for borrowing within half an hour before the Library closes and shall be returned within half an hour after the Library opens the next day.   1. 借閱數量：每人限2冊。 2. Number of borrowed materials: No more than 2 items per person. 3. 逾時歸還：每冊每小時罰款新台幣2元，不滿1小時以1小時計算。 4. Overdue returns: A fine of NT$2 per item per hour will be charged. An overdue period of less than 1 hour will be rounded up and calculated as 1 hour. |
| 第8條  Article 8 | 科室保管圖書資料之借閱，相關規定如下：  Regulations related to the borrowing of books by administrative unit custodians is as follows:   1. 本校各單位預算、研究計畫經費等申購之圖書資料，除特殊情況經簽請校長核准外，一律列入本館館藏供眾閱覽，但得辦理科室保管借閱申請。 2. Except when approved by the President due to special circumstances, books and materials purchased with budgets from administrative units or research project grants shall still be incorporated into the library collection for public reading. However, administrative unit custodians may apply to borrow these books and materials. 3. 本校各單位預算或研究計畫經費申購之圖書資料由科室或計畫主持人指定保管人辦理科室保管借閱申請。科室保管借閱申請，需經單位主管及計畫主持人簽章，指定保管人至本館辦理借閱。 4. For books and materials purchased with budgets from administrative units or research project grants, administrative units or principal investigators may designate their respective custodians to apply for the borrowing of these books and materials. The borrowing applications shall be signed by unit supervisors or principal investigators before custodians apply for the borrowing at the Library. 5. 科室保管借閱期限第一次為1年，可續借2次，每次以1年為原則，每位保管人借閱冊數上限以100冊為原則。科室保管借閱於研究計畫結束或借閱期限到期或使用完畢，應送還本館改以「一般圖書」典藏。 6. The loan period for books and materials borrowed by administrative unit custodians is 1 year. The borrowing can be renewed twice, with each renewal period lasting 1 year. Each custodian may borrow a maximum of 100 items. Upon the termination of research projects, the expiration of the loan period, or when the items are no longer required, the borrowed items shall be returned to the Library to be stored as “general books.” 7. 科室保管使用期限內，本館不接受其他讀者預約。 8. During the loan period for administrative unit custodians, the Library will not accept reservations from other readers. 9. 科室保管人如有異動時，須經單位主管或計畫主持人簽章更改指定保管人，並至本館辦理移轉手續。如未變更指定保管人，須歸還科室保管圖書資料。 10. Any change in the designated administrative unit custodians shall be signed by unit supervisors or principal investigators and submitted to the Library for the transfer process. If there are no changes, the original custodians remain responsible for returning the books and materials they have borrowed and are keeping for their administrative units. 11. 科室保管人須為本校編制內人員，並應負妥善保存圖書之責，如有逾期繳回、遺失、損毀等情形，應依本辦法之相關規定處理。 12. Administrative unit custodians shall be University personnel. They are responsible for properly keeping the books and materials borrowed from the Library. They will be subject to the Regulations in cases of overdue returns, missing items, or damage to the borrowed items. |
| 第9條  Article 9 | 除館際圖書互借者及外校實習生外，借書人借書期滿得續借，依下列規定辦理：  Except for readers from the interlibrary cooperation and interns from other universities, readers may renew their borrowing in accordance with the following regulations:   1. 借書期滿日前7天內，始得辦理續借。 2. Readers may renew their borrowing only within the 7 days prior to the expiration of the loan period. 3. 除專任教師續借次數為2次，其餘讀者續借以3次為限，續借天數與第6條所述之借期相同，但該書已有他人預約時不得續借。 4. Full-time teachers may renew their borrowing twice, while other readers may renew three times. The duration of each renewed loan period is the same as described in Article 6. However, renewals will not be accepted if there are reservations from other readers. |
| 第10條  Article 10 | 圖書歸還後，應經本館辦清手續歸架後，始得再行外借。  Returned books will be available for borrowing only after the Library completes the return process and re-shelves them. |
| 第11條  Article 11 | 除館際圖書互借者及外校實習生外，其餘借書人欲借之圖書，已為他人借出時，可辦理預約，預約冊數以10冊為限，預約人應於圖書回館5天內辦理借書，逾期者取消預約。  Except for readers from interlibrary cooperation and interns from other universities, readers may reserve books that are currently borrowed by others. They may reserve a maximum of 10 items. They shall complete the borrowing within 5 days after the books are returned to the Library; otherwise, the reservations will be canceled. |
| 第12條  Article 12 | 借書人凡逾期未還圖書時，即暫停其借書權利，並依逾期冊數及天數合併計罰，每冊逾期1天以新台幣2元計算。逾期60天之館藏圖書，經本館催還仍未歸還，得視同遺失，並依本辦法第13條規定辦理，惟逾期罰款仍需計算至實際歸還日為止。  Borrowers with overdue returns will have their borrowing rights suspended and will incur fines based on the number of overdue items and the number of overdue days. A fine of NT$2 per item per day will be charged. Books overdue for 60 days or more and not returned despite requests from the Library will be considered missing and will be handled in accordance with Article 13. Overdue fines will continue to accrue until the books are actually returned. |
| 第13條  Article 13 | 借書人所借圖書遺失時，除有特殊情形經圖書館委員會決議免予賠償外，應於1個月內自行購買同一版次之相同圖書抵償，如有新版次，得以新版代替，抵償之資料不得有批註、污漬、毀損等狀況。否則依下列規定負賠償責任：  Except for special circumstances determined by the Library Committee to be exempt from compensation, borrowers shall purchase the same books in the same editions to replace the lost ones within 1 month. They may purchase the latest editions if available. Replacement materials shall be free from commentaries, stains, damages, etc. Readers who fail to replace lost books will be required to make the following compensations:   1. 期刊類：賠償定價2倍之金額。 2. Periodicals: Readers shall compensate twice the list price. 3. 圖書類(含圖書附件)：賠償定價2倍之金額。 4. Books (including attachments): Readers shall compensate twice the list price. 5. 套書類：賠償原書定價全套之金額。 6. Set books: Readers shall compensate the full price of the entire set. 7. 無標示價格或價格無法確定之圖書：參考主題近似之最近5年出版圖書之價格，經圖書資訊長同意後，依該書類別定其賠償價格。 8. Books without list prices or with uncertain prices: The Library will determine the compensation based on the prices of similar books published in the last 5 years. With the approval of the Vice President for Library and Information Services, the Library will charge readers based on this assessed price. |
| 第14條  Article 14 | 借閱圖書不得圈點、評註、折角、污染、或有其他有損圖書之行為，若損壞情形嚴重者，得依本辦法第13條規定辦理。  Borrowers shall not make markings or commentaries in the borrowed books, dog-ear or stain the books, or engage in any activities that may damage the books. Any severe damage to the books will be handled in accordance with Article 13. |
| 第15條  Article 15 | 借出之圖書如因裝訂、編目、清查或清理等必要時，本館得要求借書人限時返還。  If needed for binding, cataloging, inventory, or cleaning by the Library, borrowed books may be required to be returned within a specified period. |
| 第16條  Article 16 | 借閱證件不得轉借他人，如經發現違規即停止借書權利1個月。  Readers shall not lend their library cards to others. If this is discovered, their borrowing rights will be suspended for 1 month. |
| 第17條  Article 17 | 讀者證遺失時，須向本館辦理掛失並申請辦理新證，借書人如因證件遺失致使本館圖書蒙受損失時，應依第13條規定負賠償責任，必要時，本館得視情節通知相關單位處理。  Readers shall report the missing of their reader cards to the Library and apply for new ones. If the missing of library cards results in the loss of Library books, borrowers will be required to compensate for the loss in accordance with Article 13. If necessary, the Library will inform relevant units to handle depending on the circumstances. |
| 第18條  Article 18 | 教職員工學生辦理離校手續前，應還清所借圖書及逾期罰款。學生得以服務時數折抵逾期罰款，每小時可折抵之罰款金額比照本校規定之工讀生時薪辦理，不足1小時以1小時計。  Faculty, staff, and students shall return all borrowed books and settle any overdue fines before completing the school leaving process. Students may use service hours to offset overdue fines. The amount of fines that can be offset by an hour of service will be based on the hourly payment rate for work-study students as stipulated by the University. Service time of less than 1 hour will be rounded up and calculated as 1 hour. |
| 第19條  Article 19 | 借閱證件使用期限屆滿，如所借圖書未還時，經本館通知後應於限期7天內返還，逾時未還時應依第13條規定負賠償責任，且其保證人亦應連帶負責，或自保證金抵扣。  Upon the expiration of library cards, borrowers shall return all books within 7 days of receiving notification from the Library. Any overdue returns will result in compensation as stipulated in Article 13, and their guarantors will also be held responsible. The compensation may be deducted from the deposit. |
| 第20條  Article 20 | 凡使用館際圖書互借者，須遵守對方圖書館之館際圖書借閱規則辦理。  Readers borrowing books through interlibrary cooperation shall comply with the borrowing regulations of the lending library. |
| 第21條  Article 21 | 還書箱使用規則：  Book Drop Rules:   1. 還書箱僅限本館閉館時間使用。 2. The book drop may only be used outside of the Library’s regular hours. 3. 本館於開館日上午處理還書箱圖書，並將還書日期設定為前一開館日。 4. The Library will process books returned through the book drop in the morning when it opens. The return date will be recorded as the previous opening day. 5. 透過還書箱還書之讀者，應自行查對還書程序完成與否，以確保個人借閱權益。如有逾期情形，概由讀者自行負責。 6. To ensure their rights, readers shall verify that the return process for books returned through the book drop is completed. Readers are responsible for any overdue returns. 7. 多媒體資料、圖書附件、平板電腦、體積過大或請准「臨時外借」之書刊，須親自至櫃檯歸還，不得擲入還書箱。如因而造成損毀，借用人應負賠償責任。 8. Multimedia materials, book attachments, tablets, oversized books, and materials for “temporary borrowing” shall be returned at the library counter instead of through the book drop. If any damage occurs due to returning these items through the book drop, borrowers will be held responsible for compensation. |
| 第三章  Chapter 3 | 視聽資料  Audio-visual Materials |
| 第22條  Article 22 | 借閱資格  Borrowing eligibility   1. 本校教職員工生、本校附屬機構及相關事業員工。 2. Faculty, staff, and students from the University and staff of its affiliated agencies and relevant businesses. 3. 兼任教師、已退休之編制內教職員工及推廣教育學分班學員。 4. The University’s part-time teachers, retired faculty and staff, and continuing education students. 5. 本校校友。 6. The University’s alumni |
| 第23條  Article 23 | 借閱件數與期限  Number of borrowed items and loan period   1. 公播版 2. Public performance version 3. 限本館視聽區使用，每次借用以2片光碟為限，且須當日歸還。 4. Audio-visual materials with public performance rights may only be used in the audio-visual areas in the Library. A maximum of 2 items may be borrowed at a time and shall be returned on the same day. 5. 如本校教職員因教學或業務需要可外借影片，由任課教師或業務負責人提出申請。每次借用以2片光碟，借期7天為限，不得續借。逾期歸還罰款每片每日以新台幣5元計算。 6. The University’s faculty and staff may borrow audio-visual materials with public performance rights outside the Library for teaching or work purposes. The borrowing shall be requested by course instructors or individuals responsible for the relevant work. A maximum of 2 items may be borrowed at a time, with a loan period of 7 days. Renewals are not permitted. Overdue returns will incur a fine of NT$ 5 per item per day. 7. 家用版 8. Home version   每次借用以2片光碟，借期7天為限，不得續借。逾期歸還罰款每片每日以新台幣5元計算。  A maximum of 2 items may be borrowed at a time, with a loan period of 7 days. Renewals are not permitted. Overdue returns will incur a fine of NT$ 5 per item per day.  逾期30天之館藏視聽資料，經本館催還仍未歸還，得視同遺失，並依本辦法第24條規定辦理，惟逾期罰款仍需計算至實際歸還日為止。  Items overdue for 30 days or more and not returned despite requests from the Library will be considered missing and will be handled in accordance with Article 24. Overdue fines will continue to accrue until the items are actually returned. |
| 第24條  Article 24 | 賠償  Compensation   1. 所借視聽資料如有遺失、損毀時，須以原館藏授權範圍賠償為原則。 2. In the event of loss or damage to borrowed audio-visual materials, compensation shall be made based on the original authorized scope of the Library collection. 3. 無法抵賠原版或絕版時，須以本館同意之版本替代或賠償定價2倍之金額。 4. If the original authorized version cannot be replaced or is no longer available, borrowers shall provide a version approved by the Library or compensate twice the list price. 5. 遺失之視聽資料如為成套中之單件，若無法零購時須全套賠償。 6. If the lost audio-visual material is part of a set and cannot be purchased separately, the borrower shall compensate for the entire set. |
| 第四章  Chapter 4 | 平板電腦  Tablets |
| 第25條  Article 25 | 借用資格  Borrowing eligibility   1. 本校教職員工生、本校附屬機構及相關事業員工可申請短期借用。 2. Faculty, staff, and students from the University and staff of its affiliated agencies and relevant businesses may apply for short-term borrowing. 3. 本校當學期經濟不利學生可申請長期借用。 4. Students from the University who are verified as economically disadvantaged for the current semester may apply for long-term borrowing. |
| 第26條  Article 26 | 借用數量  Number of borrowed tablets  以本館可借用之平板電腦數量為基準，每人每次限借用1台。  Based on the number of tablets available for borrowing at the Library, each person is limited to borrowing 1 tablet at a time. |
| 第27條  Article 27 | 借用期限  Loan period   1. 短期借用 2. Short-term borrowing 3. 每次借期7天，可預約、不可續借。 4. Each loan period is 7 days. Borrowers shall make a reservation, and renewals are not permitted. 5. 逾期歸還罰款每台每日以新台幣100元計算，逾期30天以上仍未歸還時，得視同遺失，並依本辦法第28條規定辦理，惟逾期罰款仍需計算至實際歸還日為止。 6. Overdue returns will incur a fine of NT$ 100 per tablet per day. A tablet overdue for 30 days or more and not returned will be considered missing and will be handled in accordance with Article 28. Overdue fines will continue to accrue until the tablet is actually returned. 7. 長期借用 8. Long-term borrowing 9. 每次借用1學期，須於當學期開學前1週辦理借用申請，並於當學期最後1週歸還。 10. The loan period is 1 semester at a time. Borrowing shall be completed 1 week before the start of a semester, and returns shall be made during the last week of a semester. 11. 逾期歸還者，暫停借用平板電腦權利1學期。 12. Overdue returns will result in the suspension of the borrowing rights for 1 semester. |
| 第28條  Article 28 | 注意事項  Notes   1. 借用人應當場確認設備是否正常及齊全，如有問題應立即反應。設備借出後衍生之損毀問題，由借用人自行負責。 2. Borrowers shall confirm on the spot that the borrowed equipment is functioning and complete. They should inform the Library immediately if there are any problems. Borrowers will be held responsible for any damage to the equipment occurring after it is borrowed. 3. 歸還時，本館館員會同借用人檢視相關設備狀況，並確認設備完整性，始完成歸還手續。歸還後設備內仍有私人檔案者，本館得逕行刪除。 4. For returns, Library staff will examine the equipment with the borrowers to confirm its condition before completing the return process. Any personal files left on the equipment after it is returned will be deleted by the Library. 5. 借用人於借用期間應善盡保管責任，借用設備及配件若有遺失、損毀時，需負相關賠償責任。 6. Borrowers shall take proper care of the borrowed equipment and are responsible for compensating for any loss or damage to the equipment and its accessories.    1. 借用設備損毀應由借用人支付維修費用。 7. Borrowers shall pay for the repair of damaged equipment.    1. 借用設備及配件遺失或損毀程度無法修復時，借用人需購置同廠牌規格，功能不低於原借用設備之新品賠償。 8. If the equipment or its accessories are lost or damaged beyond repair, borrowers shall purchase a replacement of the same brand and specifications, and the performance shall not be inferior to that of the original. 9. 遇有特殊狀況，本館有權通知借用人提前歸還借用設備，借用人應配合辦理。 10. The Library reserves the right to request the return of borrowed equipment before the loan period expires due to special circumstances. Borrowers shall comply with these requests. |
| 第29條  Article 29 | 凡有以下違規情事之讀者，本館得停止其各項使用權至到館歸還館藏資源或繳清逾期罰款為止，必要時得通知相關單位處理。  Readers with any of the following violations will have their borrowing rights suspended until they return the borrowed library resources or settle any overdue fines. The Library will notify relevant units for handling if necessary.   1. 逾期60天以上未歸還之圖書。 2. Books overdue for 60 days or more and not returned. 3. 逾期30天以上未歸還之視聽資料與平板電腦。 4. Audio-visual materials or tablets overdue for 30 days or more and not returned. 5. 逾期60天以上未繳清逾期罰款。 6. Overdue fines that have remained unsettled for 60 days or more. |
| 第30條  Article 30 | 本辦法經圖書館委員會、行政會議審議通過後，自公布日起實施，修正時亦同。  The Regulations shall be passed by the Library Committee Meeting and Administrative Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments. |
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