**高雄醫學大學電子資源管理作業要點**

**Kaohsiung Medical University**

**Directives for Managing Electronic Resources**

102.09.12 102 學年度第 1 次行政會議審議通過

September 12, 2013 Reviewed and passed by the 1st Administrative Meeting of the Academic Year 2013

102.10.11 高醫圖資第1021103095號函公布

October 11, 2013 Promulgated via the KMU official letter Tu Tzu No. 1021103095

106.12.14 106學年度第5次行政會議審議通過

December 14, 2017 Reviewed and passed by the 5th Administrative Meeting of the Academic Year 2017

109.04.09 108學年度第9次行政會議通過

April 9, 2020 Passed by the 9th Administrative Meeting of the Academic Year 2019
109.06.15 108學年度第3次圖書館委員會通過

June 15, 2020 Passed by the 3rd Library Committee Meeting of the Academic Year 2019

109.07.15 高醫圖資第1091102087號函公布

July 15, 2020 Promulgated via the KMU official letter Tu Tzu No. 1091102087

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| 一、Article 1 | 高雄醫學大學圖書資訊處圖書館(以下簡稱本館)為有效管理電子資源之合法及安全使用，特訂定高雄醫學大學電子資源管理作業要點(以下簡稱本要點)。The Library of the Office of Library and Information Services (“the Library”) at Kaohsiung Medical University (KMU or “the University”) formulates the Kaohsiung Medical University Directives for Managing Electronic Resources (“the Directives”) to effectively manage the legitimate and secure use of electronic resources. |
| 二、Article 2 | 本要點適用於本館購置、自行開發或免費公開取用之電子資料庫、電子期刊、電子書或其他以電子載體儲存之資料。The Directives apply to electronic databases, electronic journals, electronic books, and other materials stored on electronic media, whether purchased or developed by the Library, or accessed through free and open sources. |
| 三、Article 3 | 本館電子資源僅供學術研究或教學目的之查詢利用。Electronic resources at the Library are available solely for inquiry for academic research or teaching purposes. |
| 四、Article 4 | 使用電子資源應尊重智慧財產權及遵守授權合約或版權聲明等相關規定，並不得有下列行為：Users of electronic resources shall respect intellectual property rights and comply with regulations such as license agreements or copyright statements. They shall not engage in any of the following behaviors:1. 大量、連續或有系統的方式擷取、下載、拷貝電子資源的資料或著作。

1. Accessing, downloading, or copying information or works from electronic resources in a massive, consecutive, or systematic manner.（二）個人帳號密碼移轉給他人使用，或冒用他人帳號。2. Lending their own personal account passwords to others or using others’ accounts.（三）擅自變更電子資源使用設定，致使他人無法正常使用。3. Changing the settings of electronic resources and thereby preventing others from using them normally.（四）以查詢所得資料從事商業行為或供公眾流通下載等用途。4. Using information obtained from inquiries for commercial purposes or making it available to the public for circulation and downloading.（五）未經著作權人之同意將查詢所得資料提供給未授權之使用者。5. Providing information obtained from inquiries to unauthorized users without the consent of the copyright owners.（六）利用機器、程式非法進入、拷貝或破壞資料庫。6. Illegally accessing, copying, or sabotaging databases using machines or programs.（七）其他涉及侵害智慧財產權之行為。7. Other actions that infringe on intellectual property rights. |
| 五、Article 5 | 違反上述規定者，本館得暫停其電子資源使用權一個月；違規情節嚴重致使影響全校使用權益，甚或校譽受損，則移送校方相關單位議處，其行為若涉及不法情事者，須自負法律責任。The Library may suspend the rights to use electronic resources for violators of the aforementioned regulations for a period of 1 month. For severe violations that impact the rights of the entire University or damage the reputation of the University, the Library will refer the case to relevant school units for further discussion and handling. Violators will be held legally responsible if their actions involve illegal activities. |
| 六、Article 6 | 本要點經圖書館委員會審議通過後，自公布日起實施，修正時亦同。The Directives shall be passed by the Library Committee Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments. |