**高雄醫學大學教師指定參考書專區設置要點**

**Kaohsiung Medical University**

**Directives for Establishing the Course Reserves Textbooks Section**

104.06.11 103學年度第11次行政會議通過

June 11, 2015 Passed by the 11th Administrative Meeting of the Academic Year 2014

104.07.02 高醫圖資字第1041102102號函公布

July 2, 2015 Promulgated via the KMU official letter Tu Tzu Tzu No. 1041102102

109.05.14 108學年度第10次行政會議通過

May 14, 2020 Passed by the 10th Administrative Meeting of the Academic Year 2019

109.06.15 108學年度第3次圖書館委員會會議通過

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

109.07.13 高醫圖資字第1091102079號函公布

July 13, 2020 Promulgated via the KMU official letter Tu Tzu Tzu No. 1091102079

一、本校為提供上課指定用書讓修課學生自我學習，且支援教學與研究，特設置教師指定參考書專區，並訂定本要點。

Article 1 Kaohsiung Medical University (KMU or “the University”) formulates the KMU Directives for Establishing the Course Reserves Textbooks Section (“the Directives”) to create a dedicated section to provide course reserves textbooks for student self-study and support teaching and research.

二、上課指定用書係指教師指定參考書及課程整合用書。

Article 2 Course reserves textbooks refer to reference books and integrated curriculum textbooks assigned by teachers.

三、上課指定用書徵集途徑：

Article 3 Methods for acquiring course reserves textbooks:

1. 每學期匯整校務資訊系統教師課程教科書清單。
2. Compiling a list of textbooks from the school administration information system each semester.
3. 從圖書館現有之館藏中挑選出。
4. Selecting books from the current library collection.
5. 由圖書資訊處採購。
6. Purchasing by the Office of Library and Information Services.

四、上課指定用書典藏原則：

Article 4 Principles for collecting course reserves textbooks:

1. 教師指定參考書及課程整合用書：各採購二冊

教師指定參考書專區放置一冊，流通書庫放置一冊。若遇其他因素加買之冊數，一律放置於流通書庫。

1. Course reserves textbooks and integrated curriculum textbooks assigned by teachers: Purchase two copies of each.

One copy shall be placed in the course reserves textbooks section, and the other in the circulation section. Any additional copies purchased for specific reasons shall also be placed in the circulation section.

1. 教師指定參考書專區之館藏資料限館內閱覽、掃描及影印，不准外借。
2. Materials from the course reserves textbooks section shall only be read, scanned, and copied within the Library and shall not be borrowed.

五、資料回歸一般館藏原則：

Article 5 Principles for returning these materials to the general collection:

1. 於專區陳列三年後無課程指定之教師指定參考書。
2. Books that have been in the course reserves textbooks section for 3 years and are no longer assigned as course reserves textbooks for any courses.
3. 授課教師退休或離職。
4. Books that were assigned by teachers who have retired or resigned.
5. 圖書版本更新。
6. Books that have the latest editions.

六、特殊狀況予以例外處理，應經圖資長同意。

Article 6 Any exceptions due to special circumstances shall be approved by the Vice President for Library and Information Services.

七、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。

Article 7 The Directives shall be passed by the Library Committee Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments.