**高雄醫學大學圖書館閱覽規則**

**Kaohsiung Medical University**

**Regulations for Reading in the Library**

 95.11.10 九十五學年度圖書館委員第 1 次會議通過

November 10, 2006 Passed by the 1st Library Committee Meeting of the Academic Year 2006

 95.12.05 九十五學年度第三次法規會通過

 December 5, 2006 Passed by the 3rd Regulation Meeting of the Academic Year 2006

 95.12.18 九十五學年度第二次校務暨第五次行政聯席會議通過

December 18, 2006 Passed by the 2nd University Council Meeting and the 5th Joint Administrative Meeting of the Academic Year 2006

 95.12.21 高醫校法一字第 09500057963 號函公布

December 21, 2006 Promulgated via the KMU official letter Hsiao Fa E Tzu No. 09500057963

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

102.10.16 高醫圖資字第1021103183號函公布

October 16, 2013 Promulgated via the KMU official letter Tu Tzu Tzu No. 1021103183

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

109.06.15 108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

109.08.13 109學年度第1次行政會議通過

August 13, 2020 Passed by the 1st Administrative Meeting of the Academic Year 2020

109.09.07 高醫圖資字第1091102851號函公布

September 7, 2020 Promulgated via the KMU official letter Tu Tzu Tzu No. 1091102851

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| 第1條Article 1 | 本校圖書資訊處圖書館（以下簡稱本館）為發揮教學、研究與推廣功能，並維護讀者館內閱覽及資源利用權益，特訂定本規則。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 Reading in the Library to serve teaching, research, and promotional functions, and to protect the rights of readers to read in the Library and use its resources. |
| 第2條Article 2 | 讀者應依本館開放時間，持本人以下有效證件進出本館，不得冒用、偽造或出借證件供他人入館。Readers shall use their own valid ID cards as described below to access the Library during its opening hours. They shall not use others’ ID cards, forge ID cards, or lend their own ID cards to others for Library access.1. 本校及附屬機構核發之識別證、學生證、校友證、高醫之友證。

1. Identification cards, student ID cards, alumni cards, and KMU partner cards issued by the University and its affiliated agencies.二、本館核發之閱覽證、借書證或館際合作證。2. Reading cards, library cards, or interlibrary cooperation cards issued by the Library.三、校外人士須憑有相片之個人證件如身份證、駕照、健保卡、護照或居留證等換取臨時閱覽證；若未滿十八歲者，須額外出示學生證始得換證入館。3. Visitors shall use their own photo identity cards, such as national ID cards, driver’s licenses, health insurance cards, passports, or alien resident certificates, to obtain temporary reading cards. Visitors under 18 years of age shall also present their student ID cards to exchange temporary reading cards for Library access. |
| 第3條Article 3 | 校外人士入館相關規定如下:Library access regulations for visitors are as follows:1. 臨時閱覽證應妥善保管，離館時應繳回並換回原證。如逾期未繳回者，處以一日新台幣十元之滯還金，按開館日累計。若有遺失應立即至本館流通櫃檯掛失，並繳交手續費新臺幣貳佰元，始得換回原證。當日未換回之各種身份證件，本館不負保管責任。
2. Visitors shall take proper care of the temporary reading cards and return them in exchange for their own identity cards when leaving the Library. Failure to return the temporary reading cards will result in a NT$10 overdue fee per day, charged only on Library opening days. They shall report the loss of the temporary reading cards to the circulation counter of the Library and pay a NT$200 handling fee before retrieving their identity cards. The Library assumes no custodial responsibility for any identity cards that are not retrieved.
3. 本館閱覽席位有限，校外人士同一時間館內以十五人為限，期中、期末考前一週及當週暫不提供校外人士入館。
4. Due to the limited number of reading seats available, the Library accommodates a maximum of 15 visitors at any given time. It is closed to visitors 1 week before and during the week of mid-term and final exams.
5. 除筆記型電腦外，個人物品(書籍、背包等)須存放置物櫃，不得攜帶入館。
6. Personal belongings (books, backpacks, etc.), other than laptops, shall be stored in lockers and shall not be brought into the Library.
7. 入館限查閱館藏資料，不得自修、外借書刊及觀賞影片。
8. Visitors are allowed to inquire about the Library’s collection only and shall not use the Library for self-study, borrowing books, or watching videos.
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| 第4條Article 4 | 讀者應留意存放置物櫃之個人物品，離館時應攜出，勿隔夜存放。未攜出之物品，本館得予以移置且不負保管責任。置物櫃鑰匙應妥善保管，如有遺失須賠償新臺幣伍佰元。Readers shall keep an eye on their personal belongings stored in the lockers. They shall take these items with them when leaving the Library and shall not leave them in the lockers overnight. The Library assumes no custodial responsibility for items left in the lockers and may remove them from the lockers. Readers shall take proper care of locker keys and will be required to pay NT$500 for any lost key. |
| 第5條Article 5 | 讀者應共同維護館內閱覽環境品質，行動電話及相關設備應於入館前設定為靜音，嚴禁喧嘩或影響其他讀者使用權益之行為。To ensure the quality of the reading environment in the Library, readers shall switch their cell phones and related devices to silent mode before entering. Making loud noises and any other behaviors that hinder other readers’ rights to use the Library are strictly prohibited. |
| 第6條Article 6 | 讀者不得任意移動桌椅及預佔座位，離開時應將個人物品攜出，如有遺失或毀損，不得請求賠償。Readers shall not arbitrarily move desks and chairs or occupy seating with items. They shall take their personal belongings with them when leaving and shall not request compensation for any loss or damage to these items. |
| 第7條Article 7 | 本館公用電腦依特定區域提供讀者查詢館藏資料及繕打作業用途，不得長時間佔用電腦座位，本館得視使用情況適時調整利用。The public computers in the Library are for collection inquiries and typing. Readers shall not occupy the computers for extended periods of time. The Library reserves the right to adjust computer usage as it sees fit. |
| 第8條Article 8 | 讀者離館時，流通櫃檯館員若對攜出物品有疑慮，得要求檢查，不得拒絕。Staff at the circulation counter may request to examine items brought out of the Library by readers if they have any concerns about these items. Readers shall not refuse such a request. |
| 第9條Article 9 | 讀者入館應遵守本館各項規定，倘有違規情形，悉依「高雄醫學大學圖書館讀者違規處理辦法」懲處。Readers shall comply with all regulations of the Library. Any violations will be subject to the KMU Regulations for Handling Violations by Library Readers. |
| 第10條Article 10 | 本規則經圖書館委員會、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. |