

長榮大學圖書館入館辦法
Chang Jung Christian University Library Admission Regulations

95.05.03 九四學年度第 2 次圖委會修正通過
96.11.01 九六學年度第一學期第 4 次行政會議修正通過
98.12.31 九八學年度第一學期第 5 次行政會議修正通過
100.11.16 一百學年度第 1 次圖委會報備修正通過
100.12.29 一百學年度第一學期第 5 次行政會議修正通過
104.12.03 一〇四學年度第一學期第 4 次行政會議修正通過

Revised and approved on May 3, 2006 by the 2nd Library Committee of 2005 Academic Year.
Revised and approved on November 1, 2007 by the 4th Administrative Meeting of 2007 Academic Year Semester 1.
Revised and approved on December 31, 2009 by the 5th Administrative Meeting of 2009 Academic Year Semester 1.
Reported, revised and approved on November 16, 2011 by the 1st Library Committee of 2011 Academic Year.
Revised and approved on December 29, 2011 by the 5th Administrative Meeting of 2011 Academic Year Semester 1.
Revised and approved on December 3, 2015 by the 4th Administrative Meeting of 2015 Academic Year Semester 1.

- 第一條 為維護圖書館(以下簡稱本館)秩序、環境整潔及提供讀者公平有效服務，特制訂長榮大學圖書館入館辦法(以下簡稱本辦法)。
- Article I The Chang Jung Christian University Library Admission Regulations (hereinafter referred to as the Regulations) is formulated to maintain the order and cleanliness and of the Library (hereinafter referred to as the Library), and provide fair and effective services to readers.
- 第二條 本館依公告之開放時間供讀者入館使用。
- Article II The Library shall be opened to readers according to announced opening hours.
- 第三條 讀者憑本校教職員工識別證、學生證或本館核發之有效證件，以上統稱借書證，刷卡入館。
- Article III To enter the Library, readers must swipe their faculty, staff or student ID issued by the University or valid IDs issued by the Library, collectively known as library card. Those who do not have the aforementioned library card may apply to enter the Library in accordance with the Chang Jung Christian University Library Card Application Regulations.
- 第四條 未持有借書證，臨時入館方式如下：
- Article IV Those without a library card may be temporary admitted according to one of the following methods:
- 一、 年滿 12 歲之校外人士，憑有照片之有效證件於換證窗口登記，換取「閱覽證」入館。未滿 12 歲者需家長全程陪同方可入館。離館時，將「閱覽證」歸還並取回原證件。逾期未換回之證件，本館不負保管之責。「閱覽證」遺失者須繳交工本費新台幣 100 元整，繳交程序依本校相關規定辦理。
 1. Persons outside the University who are aged 12 or above may register at the ID renewal window with a valid photo ID to obtain a Reader Card. Those under the age of 12 must be accompanied by a parent to enter the Library. When leaving the Library, return the Reader Card to retrieve the original personal ID. The Library shall not be responsible for safekeeping the personal ID of those who fail to retrieve their ID after the time limit. Those who lose their Reader Card shall be charged a processing fee of NT\$100. Payment shall be handled in accordance with University regulations.
 - 二、 本校教職員工生若未帶任何證件，於換證窗口登記，待服務人員確認後，方可進入館內。

2. University faculty, staff or students who did not bring any ID shall register at the ID renewal window and wait for verification by the service personnel before entering the Library.

三、本校各單位之貴賓，可由本校人員陪同入館參觀。

各項設備及資料使用以本校讀者優先，本館有權依狀況限制校外人士入館。

3. Guests of the University's various units may be admitted into the Library when accompanied by University personnel.

University readers shall have priority in the use of various equipment and materials. The Library retains the right to restrict the admission of outsiders according to situation.

第五條 讀者入館應遵守本館各項規定，愛惜本館各項資源。如有違反，依本館讀者違規處理辦法處理。

Article V Readers admitted into the Library shall abide by the regulations of the Library, and cherish the resources of the Library. Those found in violation shall be dealt with in accordance with the Library Reader Violations Regulations

第六條 本館各組得依權責訂定其管理要點，經圖資處處務會議通過後實施，並向圖書館圖書委員會報備。

Article VI The various groups of the Library shall set their management regulations according to their respective responsibilities. The regulations shall be implemented upon approval by the Office Affairs Meeting of the Office of Library and Information Services, and reported to the Library Committee.

第七條 本辦法經圖書館圖書委員會及行政會議通過，陳請校長核定後公布實施，修正時亦同。

Article VII This Regulations is announced and implemented upon approval by the Library Committee, the Administrative Meeting, and the President; the same shall apply to any amendments.