

長榮大學圖書館借書證申請辦法

Chang Jung Christian University Library Card Application

Regulations

97.12.30 九七學年度第一學期第5次行政會議修正通過
Revised and approved on December 30, 2008 by the 5th Administrative Meeting of 2008 Academic Year Semester 1

98.12.31 九八學年度第一學期第5次行政會議修正通過
Revised and approved on December 31, 2009 by the 5th Administrative Meeting of 2009 Academic Year Semester 1

103.08.19 一〇三學年度第一學期第1次行政會議修正通過
Revised and approved on August 19, 2014 by the 1st Administrative Meeting of 2014 Academic Year Semester 1

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 December 3, 2015 by the 4th Administrative Meeting of 2015 Academic Year Semester 1

第一條 長榮大學圖書館(以下簡稱本館)為便利讀者取得使用圖書館資源所需之有效證件,特依「長榮大學圖書館入館辦法」,訂定「長榮大學圖書館借書證申請辦法」(以下簡稱本辦法)。

Article I Chang Jung Christian University Library (hereinafter referred to as the Library) has formulated the Chang Jung Christian University Library Card Application Regulations to facilitate the issue of valid documents for readers to access library resources.

第二條 本校核發之教職員工識別證、學生證及本館核發之有效證件視同借書證。

Article II Faculty, staff and student IDs issued by the University and valid IDs issued by the Library are regarded as library card

第三條 下列人員得攜帶必要證明文件、填具申請表、繳交照片2張,於上班時間至本館櫃檯申請借書證。辦理時間為1工作天。

Article III The following persons are required to bring the necessary supporting documents, complete an application form and submit two photos to the Library counter during working hours to apply for a library card. Library cards are processed in one working day.

一、不具正式學籍之本校學生(國際交換生、學分班學生、選讀生、推廣教育學員等)。(最多借閱5冊)

1. Students with no formal enrollment status at the University (international exchange students, credit students, elective students, continuing education students). (Maximum loan of 5 books).

二、尚未註冊之新生。(最多借閱5冊)

2. New students who are not yet registered. (Maximum loan of 5 books).

三、休學之研究生。(最多借閱5冊)

3. Graduate students who are on leave of absence. (Maximum loan of 5 books).

- 四、畢業校友。(最多借閱5冊)
4. Graduated alumni. (Maximum loan of 5 books).
- 五、本校董事會成員。(最多借閱30冊)
5. Board members of the University. (Maximum loan of 30 books)
- 六、非編制內教職員工(兼任教師、專案助理、實習心理師、本校各單位邀請或聘請之專家、學者、客座、講座、顧問等)。(最多借閱10冊)
6. Non-staff faculty and employees (adjunct teachers, project assistants, intern psychologists, or experts, scholars, guests, lecturers and consultants invited or hired by various units of the University). (Maximum loan of 10 books).
- 七、退休教職員工。(最多借閱30冊)
7. Retired faculty and staff. (Maximum loan of 30 books).
- 八、本校專任教職員工或非編制內服務滿3年員工之配偶或年滿12歲之直系親屬。(最多借閱5冊)
8. The spouse or immediate blood relative aged 12 years or older of full-time staff or non-staff faculty and employees who have served at the University for three years or more (Maximum loan of 5 books).
- 九、大潭、武東社區之12歲以上居民。(最多借閱5冊)
9. Residents of Taitan and Wudong communities aged 12 years or older. (Maximum loan of 5 books).
- 十、校外志工及眷屬。(最多借閱5冊)
10. Off-campus volunteers and their spouse. (Maximum loan of 5 books).

第四條 年滿12歲(未成年者應有法定代理人簽名同意)之校外人士得攜帶身分證、填具申請表、繳交照片2張，申請本館會員。本館保留核准之權利。

會員年費2000元，有效期間1年，中途終止者不得主張退還年費。

Article IV Off-campus members of the public aged 12 years or older (minors must have the signature of consent by their legal representatives) may present their National ID card, complete an application form and submit two photos to apply for Library membership. The Library retains the right to approve or disapprove application.

會員保證金分為：

一、金卡會員保證金5000元，最多借閱50冊。二、銀卡會員保證金3000元，最多借閱30冊。三、普卡會員保證金1000元，最多借閱10冊。會員年費和保證金繳交程序依本校相關規定辦理。

Security deposit for membership is:

1. NT\$5000 for Gold Membership, for maximum loan of 50 books.
2. NT\$3000 for Silver Membership, for maximum loan of 30 books.
3. NT\$1000 for General Membership, for maximum loan of 10 books.

Annual membership fee and security deposit payments shall be handled in accordance with relevant University regulations.

第五條 符合第三條資格之人員為增加借閱冊數而申請為本館會員，得免年費，保證金金額依照第四條之規定。

Article V Persons who meet the qualifications of Article III may apply for Library membership to increase their loan limit. The annual fee shall be waived and the security deposit amount shall be handled in accordance with Article IV.

第六條 依據本辦法第四條和第五條申請之本館會員如不繼續使用借書證，於借閱圖書資料還清及違規處理費繳清後，攜帶保證金退還申請書、借書證及存摺影本至本館辦理。保證金將無息退還，若非本校往來銀行，自付匯款手續費。

Article VI If the aforementioned Library members in Articles IV and V wish to discontinue the use of their library card, they shall first return all library materials and pay all outstanding fines, then submit a Security Deposit Refund Application Form, their library card and a photocopy of their bank book to the Library. The security deposit shall be refunded without interest. If the bank is not a transaction bank of the University, the applicant shall pay the remittance fee.

第七條 借書證不得塗改或變造，如遺失、毀損申請補發，須繳交工本費新台幣200元整。繳交程序依本校相關規定辦理。

Article VII Library cards shall not be altered or changed. A processing fee of NT\$200 is charged for replacing lost or damaged card. The payment shall be handled in accordance with relevant University regulations.

第八條 本辦法經圖書館圖書委員會、行政會議通過，陳請校長核定後公布實施，修正時亦同。

Article VIII The Regulations are announced and implemented upon approval by the Library Committee, the Administrative Meeting, and the President; the same shall apply to any amendments.