

長榮大學圖書館贈書徵集典藏辦法

**Chang Jung Christian University Library Books and  
Collections Donation Regulations**

104.05.13 - 0 三學年度第二學期第 2 次圖書館圖書委員會修正通過  
Revised and approved on May 13, 2015 by the 2nd Library Committee Meeting of Academic Year  
2014 Semester 2.

第一條 長榮大學圖書館（以下簡稱本館）鼓勵各界捐贈圖書，以豐富本館館藏，為使捐贈圖書符合本館館藏發展，並能有效處理受贈圖書資料，特訂定長榮大學圖書館贈書徵集典藏辦法（以下簡稱本辦法）。

Article I Chang Jung Christian University Library (hereinafter referred to as the Library) has formulated Chang Jung Christian University Library Books and Collections Donation Regulations (hereinafter referred to as the Regulations) to encourage book donations from all walks of life in order to enrich the collection of the Library, ensure that donated books are consistent with the development of the Library, and effectively process the data of the donated books and materials.

第二條 贈書範圍：

Article II Scope of book donations:

一、電腦書只收近一年內出版者。

1. Only computer books published within the last year shall be accepted.

二、期刊接受有完整一年份或館內現有期刊有缺期者。

2. Only periodicals (magazines, newspapers, journals, etc.) with a complete one-year set or that are issues missing in the Library shall be accepted.

三、視聽資料以 CD、VCD、DVD 等為主。

3. Audiovisual materials shall mainly be in the form of CD, VCD and DVD.

第三條 受贈書刊若有下列情形者不予收藏：

Article III Books and periodicals found in any of the following shall not be collected:

一、違反著作權法及版權相關法令之書刊，如翻印、翻版之書刊。

1. Books and periodicals that violate the Copyright Act and copyright laws and regulations, such as reproduced or pirated copies of books and periodicals.

二、各式宣傳小冊子、文宣品等。

2. All kinds of promotional brochures and promotional materials.

三、經本館審查不予收藏者。

3. Those that are not accepted upon review by the Library.

第四條 受贈書籍經本館整理、分類、編目後，於本館依分類號位置陳覽典藏及流通使用。

Article IV After being sorted, classified and cataloged by the Library, donated books shall be shelved in the Library according to their classification number and circulated.

第五條 捐贈者須授權本館，依本館收書原則處理，本館有權拋棄或轉贈他館。

Article V Donors shall authorize the library to handle the books in accordance with the collection principles of the Library. The Library has the right to discard or re-donate the books to other libraries.

第六條 為充分發揮圖書館之空間效益，贈書不另設實體專區陳列，以虛擬專區代替。虛擬專區之圖書於書標上特殊標記，並在網頁公告專區書單，實體書庫中則陳列專區之紙本目錄，以供參考。

Article VI To utilize the space of the Library, a special physical area shall not be set up for donated books; instead a special virtual space shall be provided. The books in the special virtual area shall be specially marked and the list of books shall be posted on the webpage. The physical stacks shall only display a paper catalog of the special area for reference.

第七條 本辦法經圖書館圖書委員會通過，陳請校長核定後公布實施，

修正時亦同。

Article VII The Regulations are announced and implemented upon approval by the Library Committee and the University President; the same shall apply to amendments.