

長榮大學防疫隔離期間借書要點

Chang Jung Christian University Regulations for Book Borrowing During COVID-19 Quarantine

109.02.19 108 學年度第 4 次處務會議通過
113.02.23 112 學年度第 2 次處務會議修正通過

Approved on February 19, 2020 by the 4th Office Affairs Meeting of Academic Year 2019.

一、本校學生因重大公共衛生事件受集中防疫隔離而無法親自辦理圖書資料借閱者，依本要點辦理。

1. Students of CJCU who are under quarantine due to epidemic prevention cannot personally borrow books and materials from the Library. The borrowing process shall be handled in accordance with the Regulations.

二、借書方式如下所列：

2. Methods for borrowing books are as follows:

(一) 指派代理人幫學生借書

(1) Assign an agent to help student borrow books.

(二) 指派代理人蒐集學生證幫學生借書

(2) Assign an agent to collect student IDs from the students to borrow books.

(三) 學生利用「網路借書」服務並委託代理人取書

(3) Students may use the Online Borrowing Service and entrust the agent to pick up the books.

(四) 學生聯絡圖書館借書並委託代理人取書

(4) Students may contact the library to borrow books and entrust the agent to pick up the books.

三、代理人係指本校防疫隔離權責單位指派人員，負責下列工作：

3. The agent in the Regulations refers to the personnel appointed by the epidemic prevention and quarantine unit of CJCU. The personnel shall be responsible for the following tasks:

(一) 負責清點借出及歸還圖書明細及冊數

(1) Responsible for listing the details and number of books borrowed and returned.

(二) 負責送書到隔離場所及收書回圖書館

(2) Responsible for delivering books to the place of quarantine and collecting the books return back to the Library.

(三) 清點完畢需填寫「長榮大學防疫隔離期間借書暨還書點收單」

(3) Complete the "Chang Jung Christian University Book Borrowing and Return Receipt During COVID-19 Quarantine" form.

四、防疫隔離期間所借圖書均指定到期日，並由代理人送回圖書館，學生不得要求續借。歸還圖書由本館統一進行消毒作業，為期一週，作業完畢即上架。

4. Books borrowed during the epidemic prevention and quarantine period shall have designated due dates and shall be returned to the Library by the agent. Students shall not request renewal. Returned books shall be uniformly disinfected by the Library during a one-week period, then returned back to the shelves after disinfecting is completed.

五、本要點為重大公共衛生事件防疫隔離期間借書之權宜，所有借閱規定得依「長榮大學圖書館圖書資料借閱辦法」為準。

5. The Regulations are for the purpose of expedient book borrowing during the Public Health Emergency of International Concern centralized quarantine for epidemic prevention, and are

formulated in accordance with the provisions of Chang Jung Christian University Library Loan Regulations.

六、本要點經圖書資訊處處務會議通過，陳請校長核定後公告實施，修正時亦同。
The Regulations are approved by the Office Affairs Meeting of the Office of Library and Information Services, and announced and implemented upon approval by the University President; the same shall apply to amendments.