

長榮大學圖書館校園二手書作業要點

Chang Jung Christian University Library Campus Used Books Processing Regulations

98.08.27 九八學年度第一學期第1次館務會議修正訂定
98.10.21 九八學年度第1次圖委會報備通過
99.05.11 九八學年度第二學期第5次館務會議修正通過
99.10.27 九九學年度第1次圖委會報備通過
102.12.06 一〇二學年度第1次圖資處務會議修正通過
105.06.21 104學年度第4次圖書資訊處處務會議修正通過
113.02.23 112學年度第2次處務會議修正通過

Revised and approved on August 27, 2009 by the 1st Library Affairs Meeting of 2009 Academic Year Semester 1. Reported and approved on October 21, 2009 by the 1st Library Committee of 2009 Academic Year.

Revised and approved on May 11, 2010 by the 5th Library Affairs Meeting of 2009 Academic Year Semester 2. Reported and approved on October 27, 2010 by the 1st Library Committee of 2010 Academic Year.

Revised and approved on December 6, 2013 by the 1st Office Affairs Meeting of the Office of Library and Information Services of 2013 Academic Year.

Revised and approved on June 21, 2016 by the 4th Office Affairs Meeting of the Office of Library and Information Services of 2015 Academic Year.

一、長榮大學圖書館(以下稱本館)為提供圖書資源再次利用的機會而設立二手書專區，特訂定本要點。

1.The Chang Jung Christian University Library (hereinafter referred to as the Library) has formulated the Regulations to set up a used book area for reusing book resources.

二、二手書專區以收取中、外文教科書為主，地點設置於本館一樓。

2.The used book area is mainly for accepting Chinese and foreign language textbooks, and is located on the first floor of the Library.

三、二手書專區內的所有書籍，均可免費索取。

3.All books in the used book area can be taken free of charge.

四、教科書籍來源為以讀者捐贈為主，本館設有捐書箱，讀者可隨時捐贈書籍。

4.The source of textbooks is mainly through reader donation. A donation box is installed in the Library for reader donation at any time.

五、本館二手書收書原則：

5.The Library accepts used books based on the following principles:

(一)中、外文有版權的二手教科書。

(1)Used copyrighted textbooks in Chinese and foreign languages.

(二)圖書封面及內頁須清潔完好。

(2)Books with covers and inner pages that are clean and intact.

(三)謝絕翻版書及內容違反善良風俗者。

(3)Books that reproduced or that violate good morals shall not be accepted.

(四)裝訂不全、外觀明顯破損、內容明顯缺頁、劃記嚴重、皺摺、受潮或發霉污損等其他不良狀況者不收。

(4)Books that are in poor conditions such as incomplete binding, apparent damage in appearance, obvious missing pages, extensively marked, wrinkled, damp or mildewed shall not be accepted.

六、若讀者捐贈之書籍因狀況不佳等其他因素，經評估後本館不予收入，本館保有處理讀者捐贈書籍之權利。

6.The Library retains the right to deal with donated books that are assessed as not acceptable due to

poor condition or other reasons.

七、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。

7.The Regulations are announced and implemented upon approval by the Office Affairs Meeting of the Office of Library and Information Services, and the President; the same shall apply to any amendments.