

長榮大學圖書館教科書及教師指定參考書服務要點

Chang Jung Christian University Library Textbooks and Teacher-Designated Reference Books Service Regulations

97.05.22 96 學年度第 2 學期第 5 次館務會議修正訂定
97.12.05 97 學年度第 1 次圖書館圖書委員會會議報備修正通過
100.01.13 99 學年度第 2 學期第 7 次館務會議修正通過
100.05.25 99 學年度第 2 次圖書館圖書委員會會議報備修正通過
102.12.06 102 學年度第 1 次圖書處處務會議修正通過
105.04.19 104 學年度第 3 次圖書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 May 22, 2008 by the 5th Library Affairs Meeting of 2007 Academic Year Semester 2.
Reported, revised and approved on December 5, 2008 by the 1st Library Committee Meeting of 2008 Academic Year.
Revised and approved on January 13, 2011 by the 7th Library Affairs Meeting of 2010 Academic Year Semester 2.
Reported, revised and approved on May 25, 2011 by the 2nd Library Committee Meeting 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 April 19, 2016 by the 3rd Office Affairs Meeting of the Office of Library and Information Services of 2015 Academic Year.

- 一、長榮大學圖書館(以下簡稱本館)為滿足學生學習所需，特提供集中陳列教科書及教師指定參考書，為有效管理，特訂定此要點。
 1. The Chang Jung Christian University Library (hereinafter referred to as the Library) has established a centralized display of textbooks and teacher-designated reference books to meet the learning needs of students, and formulated the Regulations for its effective management.
- 二、本校教師送教務處之課程綱要中所指定之教科書及參考書本館主動收集，陳列於本館教科書及教師指定參考書區，限館內閱覽。教師可視需要指定課程綱要以外的參考書，於圖書館網頁下載「教師指定參考書表」，填寫後送交本館 1 樓流通櫃台。
 2. The Library takes the initiative to collect all textbooks and reference books specified in course syllabi submitted by University faculty to the Office of Academic Affairs, and display them in the Library's textbooks and teacher-designated reference books area for use in the Library only. To designate needed reference books other than those in their syllabus, teachers can download and complete the Teacher-designated Reference Books Form and submit it to the circulation desk on the first floor of the Library.
- 三、教科書及教師指定參考書，若非本館藏書，本館將主動採購。
 3. If textbooks and teacher-designated reference books are not in the collections of the Library, the Library shall take the initiative to procure them.
- 四、指定之教科書及參考書以 1 學年為原則，於學年結束時如無繼續指定，本館將視同一般書處理。
 4. Textbooks and reference books designation is based on one academic year. If designation is discontinued at the end of the academic year, the Library shall treat the books as general books.
- 五、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。
 5. 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.