

長榮大學圖書館網路借書作業要點

Chang Jung Christian University Library Online Borrowing Regulations

105.04.19 104 學年度第 3 次圖資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 April 19, 2016 by the 3rd Office Affairs Meeting of the Office of Library and Information Services of Academic Year 2015.

- 一、網路借書限於行動不便者及身心障礙者，且館藏現況為「館內架上」之圖書。
 1. Online borrowing shall be limited to those with mobility impairment and disabilities, and shall be for books currently "on shelf" in the Library.
- 二、申請時請務必確實填寫各項資料，以便圖書館核對身份，若因資料不全或錯誤，圖書館將以退件處理。
 2. Please be sure to correctly fill in all the needed information for identity verification. If the information is incomplete or incorrect, the Library shall return the application.
- 三、學期間圖書館每天收件時間為週一至週五下午 6:00-6:30，處理當天下午 6:00 之前的申請件。申請件處理過後，圖書館當天會以 e-mail 通知領件或處理狀況。若因信箱帳號問題而逾期未領件，圖書館一概不負責。
 3. During the semester, the Library shall receive applications from Monday to Friday 6:00 pm to 6:30 pm, and process submitted applications before 6:00 pm on the same day. After the applications are processed, the Library shall notify applicants by email on the same day to pick up their books or notify them of their application status. The Library shall not be responsible for any failures due to mailbox account problems.
- 四、讀者接到取件通知後，於取件期間至圖書館流通櫃檯領取。網路借書保留 3 天，逾期將歸回架上。
 4. After receiving the pick-up notification, borrowers shall pick up their books at the circulation desk of the Library during the pick-up period. Books borrowed online shall be kept for 3 days, and shall be returned to the shelf after the pick-up deadline.
- 五、網路借書申請若有未取件紀錄者，每二次未辦理借閱者本館得停止其網路借書權利。
 5. If the book is not picked up twice, the application right will be cancelled.
- 六、寒暑假期間每天收件時間為開館日上午 10:00-10:30，處理當天上午 10:00 前之申請件。
 6. During the summer and winter vacations, applications shall be collected from 10:00 am-10:30 am on days that the Library is opened. Applications submitted before 10:00 am shall be processed on the same day.
- 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 University President; the same shall apply to amendments.