

長榮大學圖書館圖書及視聽資料協尋作業要點

Chang Jung Christian University Library Books and Audiovisual Materials Search Assistance Regulations

95.04.28 94 學年度第 9 次館務會議修正訂定
95.05.03 94 學年度第 2 次圖書館圖書委員會會議報備修正通過
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
100.11.16 100 學年度第 1 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 次圖資處處務會議修正通過
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

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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、針對讀者找不到之圖書、視聽資料(以下簡稱資料),提供「代尋」服務,以便將資料順利到達讀者手中,以供參閱。
 1. Search Assistance Service is provided for readers who are unable to find library books or audiovisual materials (hereinafter referred to as materials) to help readers successfully access materials that they can not find.
- 二、館藏查詢顯示為在館內卻找不到時,可至流通櫃台或 5 樓視聽櫃台填寫【書刊協尋單】,圖書館會依尋書單代為尋找。
 2. If readers can not find items that a library collection search indicated are in the Library, they can fill out a Book and Journal Search Assistance Form at the circulation desk or the audiovisual desk on the 5th floor, and the Library shall assist with the search according to the list on the form.
- 三、找到資料後會以 E-mail 通知讀者,並將該書設為預約書置於一樓流通櫃台,視聽資料則置於 5 樓視聽櫃台。協尋資料只保留 3 天,逾期未取則歸架。讀者亦可利用本館網頁查詢書刊協尋之狀況。
 3. Once the requested items are found, readers shall be notified by e-mail. Books shall be put on reserve on the circulation desk on the 1st floor of the Library, and audiovisual materials on the audiovisual desk on the 5th floor. The items shall only be reserved for three days, and returned to the shelves if unclaimed. Readers can also use the Library's webpage to check on the status of the search assistance.
- 四、圖書館代尋未獲,而其他讀者先尋獲者,則優先讓此讀者借閱,圖書館將會幫原尋書者預約該資料,待讀者歸還後會以 E-mail 通知原尋書者借閱。
 4. If the Library search assistance fails to find a requested item, or if the item has already been found by another reader, priority shall be given to the said reader. The Library shall reserve the item for the reader who had requested the search assistance, and notify him/her by e-mail once the borrower has returned the item.
- 五、經本館受理之協尋單,1 週後通知讀者協尋結果。未尋獲之資料會先將圖書狀況改為【協尋中】,再繼續追蹤 3 個月;3 個月後仍未尋獲者,圖書狀況將改為【下落不明】,全面盤點後仍未尋獲者則列為【遺失】。
 5. The Library shall notify readers of search assistance result one week after receiving their request. The Library shall update the status of items that are not found into "In Search" status, and shall continue to follow up for three months. Items that remain unfound after 3 months shall be updated to "Location Unknown" status. Items that remain unfound after comprehensive inventory shall be updated to "Missing" status.
- 六、本館協尋 3 個月未獲,而讀者仍有需要者,可逕自上圖書館網頁填寫推薦書單,由館方評估是否重新補購。

6. Readers who still need books that remain unfound after three months of Library search assistance can go to the Library webpage and fill out a book recommendation form. The Library shall evaluate whether to repurchase the books.
- 七、若館內只有該本圖書館藏且讀者急需此書，可上網查詢與本館簽約合作之圖書館是否有收藏，若有，再攜該館之借書證逕至該館借閱，或利用【館際合作】申請借書。
7. If a book is archived only in the Library and urgently needed by the reader, the reader can go online and check if other libraries with partnership agreement with this Library have the book. If so, the reader can go to that library and borrow the book using the inter-library card, or use the Inter-Library Cooperation application for borrowing books.
- 八、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。
8. 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.