

長榮大學校史資料註銷辦法

Chang Jung Christian University Campus History Material Removal Regulations

107.03.15 106學年度第2學期第1次行政會議通過
Approved on March 15, 2018 by the 1st Administrative Meeting of Academic Year 2017 Semester 2.
111.08.01 104學年度第一學期第2次行政會議決議通過更名(104.10.01*)

第一條 長榮大學（以下簡稱本校）為辦理校史資料註銷作業，特訂定本辦法。

Article I Chang Jung Christian University (hereinafter referred to as CJCU) has formulated Campus History Material Removal Regulations.

第二條 所稱「註銷」定義乃將某一藏品從館藏中永久除去的手續。若藏品符合下列情形之一者，得依本辦法辦理註銷。

Article II The definition of "Removal" refers to the procedure of permanently removing a certain artifact from the collection. Items that meet any one of the following criteria shall be deleted in accordance with these Regulations.

一、不符合本校校史資料徵集辦法所定範圍。

1. It does not conform to the scope set by Chang Jung Christian University Campus History Material Collection Regulations.

二、遭竊或遺失。

2. It is stolen or lost.

三、毀損且無法修復。

3. It is damaged beyond repair.

四、不具有重複收藏意義。

4. It does not hold any significance for repeat collection.

第三條 註銷作業依下列程序辦理：

Article III The removal of an item shall be handled in accordance with the following procedures:

一、評估：由圖書資訊處採編暨校史組評估待註銷之藏品是否符合註銷原則，檢視後將待註銷的資料編列成冊，述明申請註銷的理由及建議的處理方式。

1. Evaluation: Acquisition, Cataloging and School History Section of Library and Information Services shall evaluate whether the collected item meets the removal principles. Upon review and approval, it shall be recorded into the list for items pending removal. The reasons and recommended removal method shall be clearly stated in the application.

二、審查：召開「校史委員會」會議審議核定，會議表決須有過半數委員出席及出席者過半數以上同意後行之。

2. Review: The School History Committee meeting shall convene to review the application. Votes may be taken only if one-half or more of the Committee members are present at the meeting, and removal may proceed only if one-half or more of those present approved by.

三、執行：前款審議核定後之註銷案，由圖書資訊處採編暨校史組於相關登錄檔案上加填註銷紀錄，並進行後續處理。

3. Implementation: Upon the abovementioned review and approval of the removal application, Acquisition, Cataloging and School History Section of Library and Information Services shall register the removal record onto relevant files and proceed with subsequent processing.

第四條 註銷之藏品登錄檔案應於完成作業後留存備查。

Article IV The file of the removed artifact shall be kept for future reference after the removal procedure is completed.

第五條 本辦法經行政會議通過，陳請校長核定後公告實施，修正時亦同。

Article V The Regulations are announced and implemented upon approval by the Administrative Meeting and the University President; the same shall apply to amendments.