

臺北基督學院
Christ's College Taipei
圖書館閱覽規則
Library Code of Conduct

民國 103 年 6 月 5 日本校 102 學年度第一次圖書委員會議通過

民國 103 年 6 月 5 日本校 102 學年度第八次教務會議通過

- 第一條 為維護圖書館秩序、環境整潔及提供讀者有效服務，特訂定本規則。
Article 1 This code is prepared for the maintenance of an orderly and clean library environment in order to better serve all patrons.
- 第二條 本館依公告之開放時間開放讀者入館，如有任何更動，圖書館將另行公告。
Article 2 The library is open according to its normal hours of operation. These hours are posted on the bulletin board outside the library and on the library website. If there are changes, they will be posted on the bulletin board, the library website, and emailed to faculty, staff, and students.
- 第三條 借閱圖書資料限使用本人之有效證件辦理，嚴禁持他人證件借書；冒用他人證件者送交相關單位處理。
Article 3 Library books and materials must be borrowed by an eligible person using his or her own I.D. card. Anyone who uses another person's I.D. card in order to borrow library books or materials will be sent to the appropriate department for discipline.
- 第四條 除開水以外，禁止攜帶食物、飲料等進入圖書館。
Article 4 Water is allowed in the library. Other drinks and food cannot be brought in.
- 第五條 館內禁止高聲喧譁，進入圖書館時請將手機調成震動或無聲。
Article 5 The library must be kept quiet. Cell phones should be switched to silent or vibrate mode before entering the library.
- 第六條 館內設備禁止任意搬動。
Article 6 Any equipment or furniture should not be moved or rearranged without asking permission from the librarians.
- 第七條 禁止在館內睡覺。
Article 7 Sleeping is not allowed in the library.
- 第八條 注意清潔，勿隨處拋棄紙屑；離開圖書館前請將使用過之圖書置於還書車上。
Article 8 Before leaving the library, study areas should be cleaned, and trash should be thrown away. Put all library books and material on the return cart.
- 第九條 勿預佔座位，離位他往逾半小時者，應將個人物品攜走，逾時本館有權將該座位讓與他人使用，代收之個人物品本館不負保管責任，將移送至學務處。
Article 9 Reserving seats is not allowed. When an individual leaves his or her seat for more than half an hour, the library staff has the right to remove all unattended personal items so others can use the seat. The librarians are not responsible for the safekeeping of personal items that have been left behind. The items will be turned over to SAMO.

- 第十條 所閱覽之圖書、雜誌、報章，及視聽資料等，禁止圈點、評註、剪裁。
Article 10 Writing on, marking on, cutting, or damaging library books, magazines, newspapers, or other materials is not permitted.
- 第十一條 教指用書、參考書、現期期刊及當日報紙限館內閱覽，一律不外借。
Article 11 Reserve books, reference books, current magazines or current newspapers are not permitted to be taken out of the library.
- 第十二條 未辦理借閱之圖書、雜誌、報章，勿攜出館外，嚴禁竊取館藏資料，違規讀者將送交相關單位處理。
Article 12 Patrons who remove books or materials from the library without checking them out will be considered to be stealing the books and materials. The patron will be sent to the appropriate department discipline.
- 第十三條 出館時，應接受檢查。
Article 13 All books and personal belongings are subject to inspection when the patron leaves the library.