

臺北基督學院
Christ's College Taipei
圖書館資料借閱規則
Rules for the Loan and Circulation of Library Materials

民國 103 年 6 月 5 日本校 102 學年度第一次圖書委員會會議通過

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 臺北基督學院圖書館（以下簡稱本館）為支援教學、研究及學習上所需，並充分發揮館藏效用，特訂定「臺北基督學院圖書館資料借閱規則」（以下簡稱本規則）。

Article 1 The “Rules for the Loan and Circulation of Library Materials” (hereafter referred to as the “rules”) have been established by the Christ's College Taipei Library (hereafter referred to as the “library”) in order to support the teaching, research, and learning needs of the college.

第二條 開放時間

Article 2 Hours the library is open and hours library services are available:

一、學期間開放時間：

A. Open hours during the academic semester:

(一) 週一至週四：每日上午八時至下午九時，崇拜時段閉館。

(1) Monday through Thursday the library is open 8:00 a.m. to 9:00 p.m. It is closed during chapel.

(二) 週五：上午八時至下午五時，崇拜時段閉館。

(2) On Friday the library is open 8:00 a.m. to 5:00 p.m. It is closed during chapel.

(三) 週一至週五上午八時三十分起開始提供各項服務。

(3) Monday through Friday, all library services begin at 8:30 a.m.

(四) 週六、日暨國定假日停止開放。

(4) The library is closed each Saturday and Sunday, and for national holidays.

(五) 放假前一日開館至下午五時止。

(5) The library closes at 5:00 p.m. on any afternoon before a national holiday.

二、寒暑假開放時間：

B. Open hours during summer and winter breaks:

(一) 週一至週五：每日上午八時至十二時，下午一時至五時。

(1) Monday through Friday: 8:00 a.m. to 12:00 noon, 1:00 p.m. to 5:00 p.m.

(二) 週六、日及國定假日停止開放。

(2) The library is closed on Saturdays, Sundays, and for national holidays.

(三) 每日上午八時三十分開始提供各項服務，若有臨時更動，請隨時注意公佈欄。

(3) All library services start at 8:30 a.m. Monday through Friday. Please refer to the public announcement board for any changes in hours of operation.

第三條 借閱規則

Article 3 Rules of circulation

一、本館所藏館藏資料以本校教職員工生借閱為限，其手續依本規則之規定辦理。

- A. All library materials are exclusively for the use of the students, faculty and staff members of Christ's College Taipei, according to the library rules.
- 二、借用館藏資料時，請憑「學生證卡」、「教職員證卡」或「兼任教師借書證」親自辦理。
- B. Student ID cards, faculty and staff ID cards, and library cards for part-time faculty and staff members must be presented in person when checking out books and materials.
- 三、持臨時借閱證者，請出示身份證或或其他有照片之證件證明身份後方可辦理借書。
- C. When a temporary ID card is used, a government-issued ID or a relevant photo ID will also be required.
- 四、「一般書籍」的借閱辦法：
- D. Rules for borrowing books:
- (一) 借閱冊數及期限：
- (1) Borrowing limits and loan periods
1. 專任教職員借書二十冊，期限一個月。
 - a. Full-time faculty and staff members: 20 books, one month each.
 2. 專任教職員教學研究借書五十冊，期限一年。
 - b. Full-time faculty and staff members for teaching and research: 50 books, one year each.
 3. 兼任教師借書八冊，期限一個月。
 - c. Part-time faculty and staff: 8 books, one month each.
 4. 學生借書八冊，期限二週。
 - d. Students: 8 books, two weeks each.
- (二) 學生、兼任教職員工的學期借還書截止日為期末考當週的週一。
- (2) For students and part-time faculty or staff members, the deadline for the return of library books and materials is the Monday of final exam week.
- 五、「視聽資料」的借閱辦法：
- E. Rules for borrowing audio/visual materials :
- (一) 學生：限館內使用
- (1) Students: Audio/visual materials are available for library use only.
1. 視聽借閱件數：二件。
 - a. Loan limit for audio/visual materials: two items.
 2. 借期：當天閉館前歸還。
 - b. Loan period: Audio/visual materials must be returned by closing time.
 3. 憑學生證卡借閱，押學生證卡借一副耳機。
 - c. Audio/visual materials and headphones can be checked out by presenting a student ID card which will be held by the library.
 4. 當天閉館前未歸還者，視聽每件罰款新臺幣五百元，耳機每副新臺幣三百元。
 - d. The fine for not returning audio/visual materials is NT\$500. The fine for headphones is NT\$300.
- (二) 教職員：可借出館外
- (2) Full and part-time faculty and staff: Audio/visual materials can be checked out of the library.
1. 視聽借閱件數：六件。
 - a. Loan limit for audio/visual materials: six items.

2.借期：一天（可續借一次）

b. Loan Period: One day (a one-time renewal is allowed.)

3.憑「教職員證卡」、或「兼任教師借書證」借閱。

c. A faculty or staff I.D. card or a part-time faculty member's library card must be presented when borrowing materials.

六、「隔夜借書」的借閱辦法：

F. Rules for borrowing books and materials overnight:

(一) 借閱內容：過期期刊、期刊合訂本、過期報紙。

(1) Materials to be lent: old publications, bound volumes of periodicals, and old newspapers.

(二) 借閱數量：專任教職員十二冊，兼任教師、學生六冊。

(2) Loan Limit: 12 items/volumes for full-time faculty and staff; 6 for students or part-time faculty.

(三) 借閱時間：閉館前一小時，開放借閱；即週一至週四晚上八時至九時，週五下午四時至五時。

(3) Check-out time: within one hour of closing.

(四) 借閱期限：借至次一開館日的上午九時止。

(4) Deadline for return of items: All borrowed items/volumes must be returned by 9:00 a.m. the next day the library is open.

(五) 偶遇三天以上（含三天）連續假期時，不辦理隔夜借書。

(5) Items may not be borrowed on long weekends or during national holidays consisting of three consecutive days or more.

七、「期刊附 CD」的借閱辦法：

G. Rules for borrowing supplementary CDs of periodicals:

(一) 當期的期刊 CD：僅限館內使用，不可攜出館外，請拿證件至櫃檯辦理借閱，要押證件，須當天借當天還。

(1) Supplementary CDs for current-issue periodicals:

These CDs are for library use only. Do not take them outside the library. To use a CD, please present the appropriate photo I.D. as security at the check-out counter. The CD must be returned before the closing of the library on the same day.

(二) 過期的期刊 CD：學生僅限館內使用，教職員可借出館外，比照“視聽資料”的借閱規則。

(2) Supplementary CDs for old periodicals: Students must use these CDs in the library. Faculty and staff members can borrow them according to the rules for borrowing audio/visual materials.

八、「教師指定用書」的使用辦法：

H. Rules for the use of “Reserved Books”

(一)「教師指定用書」依授課教師按不同課程，指定書籍放置「教師指定用書」專區。

(1) Reserved books are located in the Reserved section under the course title.

(二)「教師指定用書」僅限館內閱覽，不可外借。

(2) Reserved Books are for use in the Library. They cannot be taken out.

(三) 教師指定用書清冊可至圖書館 WebPAC 系統查詢。

(3) A list of reserved books can be found on the library's online WebPAC search system.

(四)「教師指定用書」依課程名稱／指定教師名稱，於專區分開排架，使用完畢請依標示歸回原位，請勿將「教師指定用書」放到書車或書庫，影響其他人使用。

(4) After reading these books, students must return them directly to the Reserved Book shelves. They should not be placed on the return-book carts or area.

九、讀者欲借之書已為他人借出時，可自行透過網際網路在 WebPAC 查詢系統線上預約；若讀者有書已經逾期或罰款未繳，則無法使用預約功能，視聽資料不提供預約。

I. Readers can reserve books that have been checked out using the library's WebPAC search system via online access. Audio/visual material is not available for reservation. The reservation privilege of those who have unpaid fines or overdue books will be suspended.

十、借書期滿前可續借一次，但若所借圖書已被他人預約、已經逾期、或有罰款未繳時，不得續借；續借可自行透過網際網路在 WebPAC 查詢系統線上續借。

J. A book may be renewed one time the day before the book is due. Book renewals can be completed via the online WebPAC system or at the library's check-out counter.

Exception 1: The book has been reserved by another person.

Exception 2: Fines have not been paid.

十一、學生與教職員辦理借書、續借、還書、預約、或繳交罰款，請隨時在 WebPAC 「個人資料查詢」的功能查詢讀者借閱狀況。

K. Faculty, staff and students are able to check their account status regarding books on loan, renewals, returns, reservations, and fines via the online WebPAC's "Personal Information Search."

十二、不外借之特殊館藏：

L. Special books and materials not for circulation:

(一) 參考工具書(字典、辭典、百科全書、年鑑等)限在館內閱覽。

(1) Reference books, such as dictionaries, encyclopedias, almanacs are restricted to library use only.

(二) 珍版書、絕版書，概不外借。

(2) Collectible books and out-of-print books cannot be borrowed.

(三) 當月期刊限在館內閱覽，過期期刊可隔夜借閱。

(3) Current periodicals are restricted to library use only. Old periodicals can be borrowed for overnight reading.

(四) 尚未整理完竣之圖書，概不外借。

(4) Books that have not yet been processed by the library cannot be borrowed.

十三、借出書籍，遇有清查、整理、或裝訂等時，得隨時索回。

M. When borrowed books are needed by the library for inventory, restoration, or binding, they must be returned upon request.

十四、教職員離職或學生離校時，須在離校前還清借書及罰款，否則不予辦理離校手續。

- N. When a faculty or staff member or student is leaving Christ's College Taipei, borrowed library books and materials must be returned and any outstanding fines must be paid. If not, the library will not sign the departure form.

十五、寒暑假借書

- O. Library Services during summer and winter breaks:
- (一)「學生」期末考週始為寒暑假借書。借期可至開學後兩週。
 - (1) The Monday of final exam week is the beginning of summer or winter break. The deadline for returning books and material is two weeks after class begins in the new academic semester.
 - (二)「專任教職員工」寒暑假可借書。
 - (2) Full-time faculty and staff members are allowed to borrow library books and materials during summer and winter breaks.
 - (三)「兼任教職員工」寒暑假不提供借書。
 - (3) Part-time faculty and staff cannot borrow library books and materials during summer and winter breaks.
 - (四)「選修生、延畢生、研究生」寒暑假不提供借書。
 - (4) Part-time students, 5th year students, and graduate students cannot borrow library books and materials during summer and winter breaks.
 - (五)學生於期末考當週可辦理寒暑假借書，借期可至開學後兩週。
 - (5) Students can borrow books on Monday of the final exam week for the summer or winter break.