

國立中山大學圖書館 視聽多媒體館藏使用要點

Guidelines on the Access to Audiovisual Materials

100 年 03 月 15 日組長會議通過

Approved by the OLIS Division Director Meeting on March 15, 2011

一、國立中山大學圖書館為方便師生利用館藏之視聽多媒體資料，乃依據國立中山大學圖書館使用辦法第六條訂定本使用要點。

I. These guidelines are formulated in accordance with Article 6 of *Regulations for the Access to the Library* to facilitate the use of audiovisual materials.

二、館內使用須知：

II. On-site Use Policy

(一) 本校教職員工生得憑服務證、學生證及眷屬閱覽證免費使用。

(1) Faculty/staff, students, and dependents of faculty/staff may access these materials free of charge using their employee ID card, student ID card, and Supplementary Reading Pass, respectively.

(二) 校友、校外讀者得憑有效入館證件，並依據「國立中山大學圖書館參考資訊服務收費標準」付費使用。

(2) Alumni or external personnel entering the library shall use their valid ID and pay fees in accordance with the University's *Fee Standards for Library Services*.

(三) 開架式資料包含 TAPE（錄音帶）、VHS（錄影帶）、CD（包含音樂或資料光碟）、LD、VCD、DVD 等，使用者可自行至架上拿取，憑證至櫃台登記借閱，由館員分配座位並發給座位號碼牌，並打開卡座電源提供觀賞使用。

(3) Patrons may directly access materials from the open collection, including tapes, VHS tapes, CDs (music and data disks), LDs, VCDs, and DVDs and register them at the circulation counter, where the librarians shall assign a viewing station by providing a seat number tag and activating the power of the station.

(四) 部分資料採閉架式管理（如：縮影資料、非公開播映版權資料...等），使用者需先查尋本館電腦線上公用目錄查詢系統（OPAC）或目錄，至櫃台由館員幫忙取閱觀賞。

(4) Patrons who want to access the closed collection (such as microfilms

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

or copyright restricted materials) shall first search for it on the library Online Public Access Catalogue (OPAC) system or the physical catalog and then ask librarians at the circulation counter for retrieval.

- (五) 為達資源共享之本質，並維護全體讀者之權益，每人每次限用 3 小時，借用資料不得超過 2 件，如閱聽時間超過 3 小時以上，得延長使用時間；中途離開座位超過 15 分鐘，視同放棄觀賞權利，館員得分配予其他讀者使用。
- (5) To ensure fair access to resources and protect the rights of all patrons, every patron is limited to three hours at viewing stations, with a maximum of two items, and the viewing time may be extended if necessary. Absence from their seat for more than 15 minutes shall result in the forfeiture of use rights, and librarians may reassign the viewing station to other patrons.
- (六) 未經本館同意，不得將自備之視聽多媒體資料器材攜入使用。
- (6) Personal audiovisual devices shall not be used without prior consent from the library.

三、館外借閱須知：

III. Policy for Checking out:

- (一) 本校專任教師基於教學研究需要可借出各類型多媒體館藏，每次可借出 5 件，借期 5 天（不含週六日及休館日），併入本館使用規則中「教師每人持借冊數上限為 50 冊」計算，惟不得續借與預約。
- (1) Full-time faculty may check out audiovisual materials for teaching and research purposes for five days (excluding weekends and public holidays) with a maximum of five items aggregated into the total loan limit stipulated in the University's *Regulations for the Access to the Library*; additionally, faculty shall neither renew nor place a hold on these materials.
- (二) 外借使用視聽資料，應確實遵守智慧財產權之相關規定，如有違反，請自行承擔法律責任。
- (2) Audiovisual materials shall be used in compliance with the *Intellectual Property Rights* with any violators bearing the legal liability.

四、罰則：

IV. Penalties :

- (一) 外借之視聽多媒體資料逾期歸還、遺失或損壞之賠償依照「國立中山大學圖書館使用辦法」辦理。

- (1) Overdue loans and compensation for lost or damaged items shall be handled in accordance with the *University Regulations for the Access to the Library*.
- (二) 館內使用資料前應先閱讀機器操作使用說明或請館員指導使用，並小心操作，如有毀損或遺失，應負賠償責任。
- (2) Before using any equipment, patrons shall read the manual or seek guidance from librarians. Equipment shall be used with care; otherwise, patrons shall compensate for any damage or loss.
- (三) 讀者在借用視聽多媒體資料之前，需先自行檢視該物件是否已刮傷或損壞，若有損壞，應先向櫃台工作人員告知及登記，否則資料若已借出後歸還時，館員才發現有刮傷或損壞的狀況，則一概由最後借閱該片的讀者負責賠償之責。
- (3) Patrons shall inspect audiovisual materials for scratches or damage before use, and report any issues to librarians at the circulation counter for a record. If scratches or damage are discovered upon return, the last patron using the materials shall be held liable for compensation.

五、本要點經圖書與資訊處組長會議通過後公佈實施，修正時亦同。

- V. These guidelines are approved by the OLIS Division Director Meeting before implementation. Amendments to these guidelines shall follow the same procedure.