

國立中山大學圖書館「讀者行為違規」處理辦法

Regulations for Handling Patrons' Violations

96.07.04 圖書館組長會議通過

Approved by the OLIS Division Director Meeting on July 4, 2007

第一條 國立中山大學圖書館（以下簡稱本館）為保障入館讀者公平利用館內資源設備之權益，並維護在館內閱覽及查尋資料時寧靜與整潔的環境，特訂定違規處理辦法（以下簡稱本辦法），以為讀者利用規範及工作人員執行公務依據。

I. These regulations are formulated to safeguard patrons' right to fair access to the library's resources and equipment as well as maintain a quiet and orderly environment for reading and research, and to serve as guidelines for patrons following library policies and for librarians executing duties.

第二條 凡使用圖書館之讀者應憑本人有效證件入館，不得使用他人證件。持證人不得出借證件供他人進館，如經發現本館得保留該證件通知原持證人領回或送回發證單位，並依本辦法處理。

II. Patrons shall enter the library using their own valid ID cards. Cardholders shall never lend their cards to others, or the library reserves the right to either notify the cardholders to retrieve them or return them to issuing units, with further disciplines imposed in accordance with the regulations herein.

第三條 讀者在館內應衣著整齊，不得平躺在沙發椅，並不得影響他人閱讀之行為，或擅入非開放空間。

III. Patrons shall dress appropriately and shall not lie flat on a sofa; any behaviors of disrupting others' reading or entering restricted areas shall be prohibited.

第四條 讀者不得攜帶食物飲料或動物入內，並不得吸煙及高聲談笑與朗誦；行動電話、呼叫器以及其他會影響館內寧靜之通訊器材，入館後不得發出聲響，以維護館內環境之清潔與寧靜。

IV. Bringing food, beverages, and pets into the library is strictly prohibited, nor are smoking, loud conversation, and recitation. Mobile phones, pagers, and other communication devices which may disturb the environment shall be set to a silent mode to maintain quietness.

第五條 館內公用目錄電腦提供讀者查詢館藏目錄，不得瀏覽色情網站及玩電腦遊戲等。

- V. Public computers are exclusively for searching library's collections and shall not be used for browsing inappropriate websites or playing computer games.

第六條 讀者在館內不得任意移動座椅及預佔座位，離館時應將個人物品攜走。未攜走之物品，本館不負保管責任。

- VI. Chairs shall not be moved, and seats shall not be occupied in advance. Personal belongings shall be taken away when patrons leave, and the library assumes no responsibility for items left behind.

第七條 讀者應愛護本館書刊資料及各項設備器材，不得有污損、破壞或藏匿之行為，違者視同情節重大。

- VII. Library collections and equipment shall be handled with care. Defacing, damaging, and concealing items shall be treated as a serious offense.

第八條 本館書刊資料及各項設備器材未經借閱程序，不得擅自攜進研究小間或攜出館外，違者視同情節重大。

- VIII. Library collections and equipment not yet checked out shall not be brought into study carrels or removed from the library. Unauthorized removal shall be treated as a serious offense.

第九條 凡違反本辦法規定事項者，經本館同仁登記違規記點者，或由讀者舉發屬實且經記點者，處理方式如下：

- IX. Patrons who breach the regulations herein, either discovered by librarians or reported by another patron and subsequently substantiated, shall receive violation point(s) and face the disciplinary actions below:

一、本校讀者：

1. University Members

(一) 違規記一點者，予以勸告，並列入記錄。

(1) Those who receive one violation point shall be issued a warning, with the record kept.

(二) 違規記二點者，簽請組長核准後，立即停止使用圖書館(含進館、借書、使用研究室及討論室)一個月。(記點紀錄保留一年)

(2) Those who receive two violation points shall face a one-month

suspension of their access to the library immediately (including entry, borrowing books, and use of study carrels and discussion rooms,) upon approval from the division director. (Violation points shall be kept for one year.)

二、校外人士：

2. External Personnel

(一) 違規記錄一點者，予以勸告，並列入記錄。

(1) Those who receive one violation point shall be issued a warning, with the record kept.

(二) 違規記錄二點者 簽請組長核准後，立即停止進入圖書館三個月。

(2) Those who receive two violation points shall face a three-month suspension of their access to the library immediately, upon approval from the division director.

第十條 違反本辦法規定事項情節重大者，除立即依前條方式處理外，凡屬本校學生者函送學生事務處生活輔導組依法處理；校外人士通知所屬服務單位機關或所屬學校學生事務處處理。

X. In addition to the disciplinary actions stipulated in Article 9, major violations of the regulations herein committed by the University's students shall be reported to the Student Life and Career Development Division of the Office of Student Affairs (OSA) for further disciplines in accordance with the University's regulations, whereas such violations committed by external personnel shall be reported to their affiliated organization or the OSA of their respective university.

第十一條 違規記點辦法由本館另訂之。

XI. Regulations for violation points are formulated separately by the Office of Library and Information Services (OLIS).

第十二條 本辦法經本館組長會議通過後發布實施，修正時亦同。

XII. These regulations are approved by the OLIS Division Director Meeting

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

before implementation. Amendments to these regulations shall follow the same procedure.

<p>違規記點項目表 依據「違規處理辦法」第十一條，訂定違規記點項目，如下表：</p> <p>Below are categories and corresponding violation points stipulated in accordance with Article 11.</p>			
編號/大類 Categories	編號 / 細目 Subcategories	點數 Points	備註 Notes
(一) 證件 (1) ID card	1. 冒用證件 i. fraudulent use of an ID card	3	記點外 並 沒收證件 violation points with the ID card confiscated
	2. 使用偽造證件 ii. using a forged ID card	3	
	3. 借用他人證件 iii. borrowing an ID card	1	
	4. 出借證件 iv. lending out an ID card	1	
(二) 食物飲料 (2) food and beverages	1. 攜帶食物、罐裝、鋁箔裝飲料、含糖飲料進館 i. bringing food or beverages into the library	1	食物飲料 沒收 confiscation of food or beverages
	2. 泡麵、使用電熱水瓶、煮咖啡、燒茶等	1	

	ii. eating instant noodles or using kettle to brew coffee or tea		
(三) 個人行為 (3) personal misconduct	1. 偷竊 i. theft	3	
	2. 吸煙 ii. smoking	2	
	3. 被取締時態度惡劣 iii. ill attitude when being rectified	1	
	4. 違規不聽勸阻 iv. refusing to cooperate when being warned	1	
	5. 擅入非開放空間 v. entering restricted areas without permission	1	
	6. 閉館後不當逗留館內 vi. staying in the library after closing hours	1	
(四) 利用圖書館設備之不當行為 (4) inappropriate behavior involving library's equipment	1. 蓄意破壞設備 i. deliberately damaging equipment	3	
	2. 蓄意損毀書刊資料或器材 ii. deliberately damaging collections or equipment	3	
	3. 不當下載電腦資料 iii. illegally downloading data	3	

	or content from computers		
	4. 破壞電腦軟體 iv. tampering with computer software	2	
	5. 使用電腦遊戲 v. playing computer games	1	
	6. 上色情網站 vi. browsing pornographic websites	1	
	7. 利用多媒體設備使用非館藏資料 vii. using the library's multimedia equipment to access non-library materials	1	
	8. 未遵守研究室或討論室使用辦法 viii. not following policies of study carrels or discussion rooms	1	
(五) 其他 (5) others	未列入違規記點項目表，但影響到館內安全、運作，或讀者權益等事項者。 other matters not listed herein that still affect the library safety and operation or infringe patrons' rights	1-3	視情節記點 violation points based on the severity of circumstances