

國立中山大學
圖書館「使用非書資料-讀者行為違規」處理辦法
Regulations for Handling Patrons' Violations regarding
Using Non-Book Materials

111.10.26 圖書與資訊處組長會議通過

Approved by the OLIS Division Director Meeting on October 26, 2022

- 第一條** 為保障讀者公平利用電子資源或多媒體資料及設備之權益，並維護閱覽及查尋資料時之寧靜與整潔的環境，特訂定違規處理辦法（以下簡稱本辦法）。本法未規定者，適用其他法令之規定。
- I. These regulations are formulated to safeguard patrons' right to fair access to the library's e-resources, multimedia collection, and equipment, as well as to maintain a quiet and orderly environment for reading and research. Matters not covered herein shall be governed by applicable laws.
- 第二條** 本法適用於本館電子資源或多媒體資料及設備查詢區（以下簡稱本館），所指非書資料包含電子資源、多媒體資料、地圖、地球儀，以及縮影資料。設備包含電腦、多媒體欣賞播放相關器材與縮影資料閱讀設備。
- II. These regulations apply to the zone for e-resources, multimedia collection, and computers designated for collection search (hereinafter collectively referred to as the "library"), in which non-book materials (e-resources, multimedia collection, atlases, globes, and microfilms), and equipment (computers, multimedia devices, and microfilm readers) are located.
- 第三條** 凡使用本館之讀者，應憑本人有效證件換證申請使用，不可使用他人證件。持證人不應出借證件供他人進本館，如經發現，本館保留將該證件通知原持證人領回或送回發證單位之權利，並依本辦法進行後續違規相關的處理。
- III. Patrons entering the library shall exchange their own valid ID card for a pass. 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.
- 第四條** 讀者在本館應衣著整齊，不平躺在沙發椅或有影響他人使用非書資料之行為。
- IV. Patrons shall dress appropriately and shall not lie flat on a sofa; any behaviors of disrupting others shall be prohibited.

第五條 禁止攜帶食物飲料或動物進入本館，行動電話、呼叫器以及其他會影響館內寧靜之通訊器材，進入本館後請勿發出聲響，以維護本館環境之清潔與寧靜。

V. Bringing food, beverages, and pets into the library is strictly prohibited. Mobile phones, pagers, and other communication devices which may disturb the environment shall be set to a silent mode to maintain quietness.

第六條 本館之設備提供讀者查詢使用非書資料，不提供做為瀏覽色情網站、玩電腦遊戲，以及任何違法或有背善良風俗秩序等非學術用途之使用。

VI. The library equipment is exclusively for searching and accessing the non-book materials and shall not be used for non-academic purposes, such as browsing inappropriate websites, playing computer games, engaging in illegal activities, or breaching public order or moral standards.

第七條 讀者在本館不可預佔座位，離開本館時應將個人物品攜走。未攜走之物品，本館不負保管責任。

VII. Seats shall not be occupied in advanced. Personal belongings shall be taken away when patrons leave, and the library assumes no responsibility for items left behind.

第八條 讀者應愛惜本館之資料與各項設備器材，不應有破壞、污損或藏匿之行為。

VIII. Library collections and equipment shall be handled with care. Damaging, defacing, and concealing items are prohibited.

第九條 前揭第二條所指資料與設備，未經借閱程序，不可擅自取用播放或攜出本館電子資源或多媒體資料及設備查詢區以外。

IX. Library collections and equipment stipulated in Article 2 that are not yet checked out shall not be accessed, displayed, or removed from the designated zone.

第十條 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：

X. 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 point kept.

(二) 違規記二點者，簽請組長核准後，立即停止進入本館使用一個月。(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, upon approval from the division director. (Violation points shall be kept for one year.)

(三) 違規記三點者，簽請組長核准後，立即停止進入本館三個月。(記點紀錄保留一年)。

(3) Those who receive three violation points shall face a three-month suspension of their access to the library immediately, 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 point kept.

(二) 違規記錄二點者，簽請組長核准後，立即停止進入本館二個月。

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

(三) 違規記錄三點者，簽請組長核准後，立即停止進入本館四個月。

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

第十一條 違反本辦法規定事項情節重大者，如破壞、冒用他人證件、偷竊、侵占、侵權、猥褻、性騷擾或違反公共善良風俗秩序及著作權使用規範等行為、毀損公物、危及館舍及人員安全者，或經本處組長會議認定之重大違規行為，得移送通知相關權責單位處理，規定如下：

Major violations of these regulations, such as damage, fraudulent use of others' ID cards, theft, misappropriation, rights infringement, indecency, sexual harassment, breaches of public order or moral standards, copyright infringement, vandalism, and actions jeopardizing the safety of the library or personnel, as well as other major violations as determined by the OLIS Division Director Meeting, shall be reported to relevant responsible units for further discipline stipulated below:

一、本校讀者：自違規日起停止其借閱本館資料與設備權利三個月、通知所屬系所或單位、並簽請學校懲處。

1. University members: A three-month suspension of access to the library's collections and equipment from the date of violation shall be imposed, a notification sent to the affiliated department, institute or unit, and the case submitted to the University for further discipline.

二、校外人士：通知警察機關處理並永久取消進入本館之資格。

2. External personnel: A notification shall be sent to the police for further handling, and the library access right shall be permanently revoked.

第十二條 讀者應愛護本館非圖書資料及各項器材設備，避免發生污損、破壞之行為，違者依下列方式處理：

XI. Patrons shall handle the library's non-book materials and equipment with care, and avoid any damage or defacement. Violators shall be subject to the following penalties:

一、本校讀者：應予賠償，簽報學校懲處。

1. University members: Patrons shall compensate for any damage, and the cases shall be referred to the University for disciplinary action.

二、校外人士：應予賠償，通知所屬學校、服務單位或警察機關處理。

2. External personnel: Patrons shall compensate for any damage, and the cases shall be referred to the affiliated universities, units, or the police for further handling.

第十三條 違規記點辦法，報請本館組長會議核定。

XII. Regulations for violation points shall be submitted to the OLIS Division Director Meeting for approval.

第十四條 本法自本館組長會議通過後公布日施行，修正時亦同。

These regulations are approved by the OLIS Division Director Meeting before implementation on the announced date. Amendments to these regulations shall follow the same procedure.

違規記點項目表

依據圖書館「使用非書資料-讀者行為違規」處理辦法」第十三條，訂定違規記點，項目如下：

Below are categories and corresponding violation points stipulated in accordance with Article 13.

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	
	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	2	
(二) 食物飲料 (2) food and beverages	1. 攜帶食物、罐裝，及各式飲料進館 i. bringing food or beverages into the library	1	食物或飲料，請行為人當場處理乾淨 disposal of food and beverages on the spot by patrons
	2. 泡麵、使用電熱水瓶、煮咖啡、燒茶等 ii. eating instant noodles or using kettle to brew coffee or tea	1	
(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	
(四) 利用圖書	1. 破壞設備 i. deliberately damaging equipment	3	

館設備之 不當行為 (4) inappropriate behavior involving library's equipment	2. 損毀非書資料、器材或軟體 ii. deliberately damaging non-book materials or equipment, or tampering with software	3	
	3. 違法之不當使用的侵權行為 iii. infringing upon rights due to misuse	3	
	4. 破壞本館軟體 iv. tampering with software	2	
	5. 於本館使用電腦遊戲 v. playing computer games	1	
	6. 於本館上色情網站 vi. browsing pornographic websites	1	
	7. 利用多媒體設備使用非本館館藏之資料 vii. using the library's multimedia equipment to access non-library materials	1	
	8. 擅自利用本館資料或設備進行違反著作權法規範之情事 viii. exploiting the library's collections or equipment for work violating <i>Copyright Act</i>	3	
	9. 以本館視聽或電腦設備從事非關學術研究之利用 ix. using the library's audiovisual or computer for those irrelevant to academic research	1	
	10. 擅改本館之電腦設定 x. tampering with the settings of the library's computers	3	
	11. 個人帳號密碼移轉給他人使用，或冒用他人帳號 xi. giving personal account passwords to others or fraudulently using others' accounts	3	
	12. 利用機器、程式非法進入、拷貝或破壞資料庫 xii. hacking, copying, or tampering with databases through devices or programs	3	

(五) 其他 (5) others	未列入違規記點項目表，但影響館內安全、營運，以及讀者權益，或違反其他法令之規定者 other matters not listed herein that still affect the library's safety and operation or infringe on patrons' rights	1 to 3	視情節記點 violation points based on the severity of the circumstances
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