

國立中山大學圖書館圖書資料借閱規則

Regulations for the Borrowing of Library Materials at the National Sun Yat-sen University Library

114.10.29 本校 114 學年度第 1 學期第 5 次行政會議通過

Approved at the 5th Administrative Meeting on October 29, 2025

第一條 國立中山大學圖書館（以下簡稱本館）為提供本校教職員工生借閱書刊資源，並基於圖書館資源之公共性，於不影響本校教職員工生權益之前提下，適度開放予公眾使用，特訂定國立中山大學圖書館圖書資料借閱規則（以下簡稱本規則）。

Article I. The library establishes these Regulations to provide borrowing access to books and periodicals for the University's faculty, staff, and students. Based on the public nature of Library resources, and without affecting the rights of the University's faculty, staff, and students, the library may also make resources reasonably available to the general public.

第二條 讀者借書應於規定時間，持有效證件親自辦理：

Article II. Readers shall borrow library materials in person within the designated time and present a valid identification document:

一、本校專任教職員工憑本校核發之服務證，學生憑學生證辦理借閱。

1. University faculty and staff may use their service ID cards, and students may use their student ID cards to borrow materials.

二、其他身分讀者，得向本館申辦借書證件。

2. Other patrons may apply for a library card to borrow materials.

第三條 其他身分讀者申請借書證件，申辦方式如下：

Article III. Other patrons applying for a library card shall follow the procedures below.

- 一、本校退休教職員工得憑退休證明及服務證或退休證，申請辦理。
 1. Retired University faculty and staff may apply by presenting their retirement certificate along with their service ID or retirement ID.
- 二、本校專任教職員工得為其配偶及一等親眷屬申請眷屬借書副卡，所借圖書冊數與同仁本人合併計算。教職員工離職或退休時，其眷屬借書副卡隨之失效。
 2. Full-time University faculty and staff may apply for a dependent library card for their spouse and first-degree relatives. The number of books borrowed on the dependent card will be counted together with the staff member's own borrowing limit. The dependent card becomes invalid when the staff member leaves the University or retires.
- 三、對本校有特殊貢獻或定額捐贈之貴賓，得憑校長核可，致贈之貴賓證辦理借閱。
 3. Distinguished guests who have made special contributions to the University or have made a specified donation may borrow materials using a guest library card, subject to the

University President's approval.

四、下列身分讀者，得憑相關證明文件或有效證件，經單位簽署保證後，向本館申辦借書服務：

4. The following patrons may apply for borrowing at the Library with valid ID or proof and a signed unit guarantee.

(一) 本校兼任、合聘教師、校內各單位邀請或聘請之短期研究人員、專家、學者、客座、講座等非專任人員，得憑本校單位聘書或邀請函等證明文件，經所屬單位簽署保證後，申請辦理借閱。

(1) Part-time or joint-appointment faculty, short-term researchers, experts, scholars, visiting or guest lecturers, and other non-full-time personnel may apply for borrowing by presenting appointment letters, invitation letters, or other proof, along with a signed guarantee from their affiliated University unit.

(二) 中山附中教職員得憑中山附中核發之服務證，經該校人事室簽署核章後，向本館申請辦理借閱。

(2) Faculty and staff of Guoguang Laboratory School, NSYSU may apply for borrowing by presenting their school-issued service ID, with approval stamped by the school's Personnel Office.

(三) 已錄取本校研究所尚未註冊之新生，得憑錄取證明文件、學生證或身分證，由錄取系所單位簽署保證後，向本館申請辦理借閱。

- (3) Newly admitted graduate students who have not yet registered may apply for borrowing by presenting their admission notice, student ID, or identification card, with a signed guarantee from their admitting department.
- (四) 校內各單位推廣教育學員或團體（五人以上），由承辦單位出具保證書，並指定業務聯絡人負責與本館聯繫相關事宜，於繳納管理費每年新臺幣800元後，向本館申請辦理借閱。
- (4) Continuing education students or groups (five or more) from university units may apply for borrowing by submitting a guarantee letter from the organizing unit and designating a contact person for Library communication. Borrowing privileges are granted upon payment of an annual management fee of NT\$800.
- (五) 簽署保證單位為證件申請人之圖書歸還保證人，如申請人發生圖書未還爭議，簽署單位須協助聯繫追償，或負連帶賠償責任。
- (5) The unit signing the guarantee serves as the guarantor for the return of borrowed materials. If the applicant fails to return books, the guarantor unit must assist in recovery or may bear joint liability for compensation.

五、下列身分讀者，得憑相關證明文件或有效證件，經繳納保證金及其他相關費用後，向本館申辦借書服務：

5. The following patrons may apply for borrowing at the library by presenting relevant proof or valid ID and paying

a security deposit and any other applicable fees.

- (一) 本校研究所休學生得憑休學證明書及學生證，經繳交保證金新臺幣3,000元，向本館申辦借閱服務。
 - (1) Graduate students on leave may apply for borrowing by presenting their leave certificate and student ID, and paying a security deposit of NT\$3,000.
- (二) 校友得憑校友證或畢業證書等有效證明文件，經繳交保證金新臺幣3,000元，或由校內專任編制內教職員簽署歸還擔保後，向本館申辦借閱服務。
 - (2) Alumni may apply for borrowing by presenting their alumni ID or graduation certificate or other valid proof, and either paying a security deposit of NT\$3,000 or obtaining a return guarantee signed by a full-time University faculty or staff member.
- (三) 一般民眾得憑身分證及近照一張，於繳交保證金新臺幣3,000元、辦證費用新臺幣200元及管理費每年新臺幣1,000元後，向本館申辦圖書館之友借書證。領有身心障礙證明者，得免繳交辦證費及管理費。
 - (3) Members of the general public may apply for a “General Library Card” by presenting their ID and a recent photo, and paying a security deposit of NT\$3,000, a card issuance fee of NT\$200, and an annual management fee of NT\$1,000. Applicants with a disability certificate are exempt from the issuance and management fees.

(四) 校外單位五人以上團體，由所屬單位簽具歸還擔保，並指定業務聯絡人負責與本館聯繫相關事宜，於繳交保證金每人新臺幣3,000元、辦證費用每人新臺幣200元及管理費每年每人新臺幣800元後，由單位統一向本館申請辦理。

(4) Groups of five or more from external organizations may apply for borrowing through their affiliated unit by providing a signed return guarantee and designating a contact person to coordinate with the library. Each member must pay a security deposit of NT\$3,000, a card issuance fee of NT\$200, and an annual management fee of NT\$800, after which the unit may submit a collective application to the library.

(五) 圖書資料管理費於每年期滿續卡時，需再次繳交，且不得中途要求終止退還。使用期間，如因違規停權，亦不得據此申請補償或終止。

(5) The annual management fee for library materials must be paid again upon card renewal and is non-refundable before the term ends. During the usage period, if borrowing privileges are suspended due to violations, no compensation or termination of the fee may be requested.

(六) 以繳交保證金申辦借書證之讀者，不欲繼續使用借書證件時，得於還清所借圖書資料、繳清滯還金、完成遺失毀損賠償事宜後，申請辦理保證金退還手續。

(6) Patrons who applied for a library card by paying a

security deposit may request a refund of the deposit after returning all borrowed materials, paying any overdue fines, and settling any lost or damaged items, if they no longer wish to use the card.

六、與本館締結館際合作關係之圖書館讀者，依據簽訂之館際互借辦法或合作協議辦理。

6. Patrons from libraries that have established interlibrary cooperation with the library shall follow the procedures set forth in the interlibrary loan regulations or cooperation agreements.

七、圖書館借書證件新辦、遺失或毀損補發，皆須繳交辦證費用新臺幣200元。

7. A card issuance fee of NT\$200 is required for new library cards, or for replacement cards due to loss or damage.

八、不屬前述讀者身分者，得視需求個案專案辦理。

8. Patrons not covered by the above categories may be considered for borrowing privileges on a case-by-case basis.

第四條 本館圖書資料以開放讀者外借為原則，惟下列資料僅限於館內閱覽：

Article IV. Library materials are generally available for borrowing; however, the following items are for in-library use only:

一、參考工具書，包括字辭典、百科全書及年鑑等。

1. Reference materials, including dictionaries, encyclopedias, and yearbooks.

二、 本校碩博士學位論文。

2. Master's and doctoral thesis of the University.

三、 期刊、期刊合訂本及報紙。

3. Journals, bound volumes of journals, and newspapers.

四、 特藏資料。

4. Special collections.

五、 多媒體、縮影、電子資源及設備等其他特定不外借資料，其使用要點由圖書館另訂之。

5. Multimedia materials, microforms, electronic resources, equipment, and other specific non-circulating items. Usage guidelines for these materials shall be separately established by the library.

六、 課程指定參考書因教師教學需求，限本校教職員工生借閱，每人以2冊為限，計入個人可借閱圖書冊數。

6. Course-designated reference books, required for teaching purposes, are restricted to borrowing by university faculty, staff, and students. Each patron may borrow up to two items, which count toward their personal borrowing limit.

七、 校內其他館藏單位若有特殊規定或限制者，從其規定。

7. Materials from other University library units shall be

subject to any special regulations or restrictions established by those units.

第五條 讀者可借閱圖書之冊數及借期，悉依圖書資料借閱冊數及借期表（附表）規定辦理。

Article V. The number of books a patron may borrow and the borrowing period shall be governed by the Book Borrowing Limits and Loan Periods Table (Appendix).

一、教師研究計畫案經費購入之圖書，為專案計劃者之研究用書，不受附表冊數、借期之限制。

1. Books purchased with funds from faculty research projects are considered research materials for the specific project and are not subject to the borrowing limits or loan periods specified in the Appendix.

二、教職員工眷屬借書副卡之借書冊數與教職員工併計，借期相同。

2. The number of books borrowed using a dependent library card for faculty and staff family members shall be combined with the staff member's own borrowing limit, and the loan period shall be the same.

三、館際合作單位讀者可借冊數及借期依雙方協議內容辦理。

3. Patrons from interlibrary cooperation units may borrow books according to the limits and loan periods specified in the respective agreements.

四、非屬表內讀者身分者，得另個案專案辦理。

4. Patrons not covered by the categories listed in the table may be considered for borrowing on a case-by-case basis.

第六條 讀者應憑證親自辦理借書手續，如委託他人辦理圖書借閱，需填具委託書，並檢附委託人之借書證及被委託人之身分證件方得辦理。

Article VI. Patrons must complete borrowing procedures in person. If borrowing is entrusted to another person, a written authorization form must be submitted, along with the patron's library card and the authorized person's identification.

第七條 借出之圖書資料如無他人預約且無逾期，讀者可於到期日前自行辦理線上續借，並自續借當日起計算新到期日；續借不限次數，惟每冊（件）圖書資料以最長借期為限。

Article VII. Patrons may renew borrowed items online before the due date if they are not reserved or overdue. The new due date starts from the renewal date. Renewals are unlimited, but each item cannot exceed the maximum loan period.

第八條 借閱圖書資料時，如該書有其他讀者預約，借期將縮短：專任教師（講師以上）及研究員借期調整為30天，其他讀者借期調整為14天。

圖書借出後，如有其他讀者預約，本館將發送預約催還通知，原持借人須依通知日期歸還圖書資料，否則將產生逾期滯還金，持借人不得異議。

Article VIII. If a borrowed item has been reserved by another patron, the loan

period will be shortened: 30 days for full-time faculty (lecturer level and above) and researchers, and 14 days for other patrons.

Once a reserved item is on loan, the Library will send a return reminder to the current borrower. The borrower must return the item by the specified date, or overdue fines will apply, and no objections will be accepted.

第九條 讀者可對已被他人借出或編目中之圖書資料辦理預約。預約圖書資料到館後，本館將以電子郵件通知讀者，讀者應於收到通知五日（假日、閉館日不計）內到館辦理借閱，逾期視同放棄，並將依序通知次位預約者或將圖書歸回原架位。

Article IX. Patrons may place a reservation on items that are already on loan or being cataloged.

Once the reserved item arrives at the Library, the patron will be notified by email and must borrow the item within five days of receiving the notice (excluding holidays and days the Library is closed). If the item is not borrowed within this period, the reservation will be considered forfeited, and the next patron in line will be notified or the item will be returned to its original shelf.

第十條 借閱圖書資料應於規定期限內歸還，如有逾期，將凍結借閱權利至圖書歸還為止，並課以逾期滯還金：

Article X. Borrowed items must be returned by the due date. Overdue items will result in suspension of borrowing privileges until the items are returned, and overdue fines will be applied as follows:

一、一般圖書及視聽資料：每冊（件）每日（假日、閉館日

不計) 新臺幣5元整。

1. General books and audiovisual materials: NT\$5 per item per day (holidays and Library closed days excluded).

二、限館內閱覽之教師指定參考書、討論室設備等短期借閱館藏：每冊(件)每小時(假日、閉館日不計)新臺幣5元整。

2. Short-term loan materials, such as reference books reserved by teaching faculty for their course and discussion room equipment: NT\$5 per item per hour (holidays and Library closed days excluded).

三、本校教職員工、在學學生、退休教職員工、校友及圖書館之友累積未繳滯還金達新臺幣150元以上者，暫停借閱權至繳清滯還金止。

3. Borrowing privileges shall be suspended for faculty, staff, enrolled students, retired faculty and staff, alumni, and General Library Card Holders whose accumulated overdue fines reach NT\$150 or more, and shall remain suspended until all fines are fully paid.

四、為加強服務，本館以電子郵件方式傳送預約回館、預約催還、即將到期與借書逾期等通知單，提醒讀者準時歸還圖書，惟讀者不得以未收到通知單為減免逾期滯還金之理由。

4. To enhance services, the Library sends notifications by email regarding reserved items ready for pickup,

reservation reminders, upcoming due dates, and overdue items, to remind patrons to return materials on time. However, failure to receive such notifications shall not be accepted as a reason to waive overdue fines.

第十一條 已借出或已被預約之館藏如被列為課程指定參考書，或因盤點等其他特殊狀況，本館得說明理由要求提前歸還或取消預約，讀者應善意配合。

Article XI. If borrowed or reserved materials are designated as course-required reference books, or due to inventory or other special circumstances, the Library may request early return or cancellation of reservations with a stated reason. Patrons are expected to cooperate in good faith.

第十二條 讀者得使用本館設置之還書箱歸還圖書資料，其歸還紀錄概以本館紀錄為準，逾期歸還者仍須依本規則相關規定辦理。惟光碟、視聽資料、圖書附件及館際借書證等非一般性圖書資料，及館際合作借閱圖書不得於還書箱歸還，請至流通服務台辦理歸還。

Article XII. Patrons may return borrowed items using the Library's Returning Books Box. Return records are based on the Library's official records, and overdue items are still subject to the relevant regulations of these rules.

However, CDs, audiovisual materials, supplementary materials, interlibrary loan cards, and interlibrary loan items may not be returned via the Returning Books Box and must be returned at the Circulation Desk.

第十三條 讀者借閱圖書資料如有遺失、污損時，應賠償原圖書資料，處理方式如下：

Article XIII. If borrowed materials are lost or damaged, the patron shall compensate for the original items. The handling procedures are as follows:

一、以圖書資料賠抵：

1. Compensation with replacement of the original materials:

(一) 遺失精裝本，不得以平裝本賠償。

(1) Lost hardcover books must not be replaced with paperback editions.

(二) 如有新版，得以新版取代。

(2) If a new edition is available, it may be used as a replacement.

(三) 套書之部分冊數或附件資料應以原版賠抵，若為新版則應賠償全套，或隨主體圖書資料一併賠抵。

(3) Missing volumes or supplementary materials of a multi-volume set must be replaced with the original edition. If a new edition is used, the entire set must be replaced, or the replacement should include the missing parts together with the main item.

(四) 賠抵圖書資料須合於著作權法之規定，且不得有圈點、批註、污漬、折角、撕破等情形。

(4) Replacement materials must comply with copyright law and be free of underlining, annotations, stains, dog-eared pages, tears, or other damage.

(五) 館藏資料使用涉及授權者需至少涵蓋原館藏授權範圍。

(5) Replacement materials that involve licensed content must at minimum cover the same scope of authorization as the original item.

二、如無法依前項方式賠償時，得依下列原則以現金賠償之：

2. If replacement as described above is not possible, compensation may be made in cash according to the following principles:

(一) 圖書定價經物價指數換算為時價後，以兩倍價格賠償之。

(1) The book's list price, adjusted to current value using the price index, shall be compensated at twice the amount.

(二) 價格若為外幣，依前一日臺灣銀行牌告匯率換算新臺幣計價。

(2) If the price is in foreign currency, it shall be converted to New Taiwan Dollars based on the exchange rate announced by the Bank of Taiwan on the previous day.

(三) 無原價可稽者，以頁數計價，中文圖書每頁5元、外

文圖書每頁20元，不滿一百頁者一律以一百頁計，頁數不明者以三百頁計。

- (3) If the original price cannot be determined, compensation shall be calculated by page count: NT\$5 per page for Chinese books and NT\$20 per page for foreign books. Books under 100 pages shall be calculated as 100 pages, and books with unknown page counts shall be calculated as 300 pages.

(四) 套書之部分冊數或附件資料均以全套計價。

- (4) For multi-volume sets, missing volumes or supplementary materials shall be compensated based on the price of the complete set.

三、圖書資料附件或套書之賠償，賠償人不得因已賠償圖書或金錢主張該殘存圖書或套書殘存本之權利。

3. In the case of compensation for supplementary materials or multi-volume sets, the compensating party shall not claim any rights to the remaining items or volumes after having provided replacement materials or monetary compensation.

四、珍善本、絕版書、藝術畫冊或1959年以前出版之圖書資料等，依其價值專案辦理賠償。

4. Rare books, out-of-print books, art albums, or materials published before 1959 shall be compensated on a case-by-case basis according to their value.

五、圖書館藏資料賠償須經館方人員核可及計算；蓄意毀

損或偷竊圖書資料，除依前述規則辦理賠償外，將依國立中山大學圖書館讀者行為違規處理要點懲處。

5. Compensation for Library materials must be approved and calculated by Library staff. In cases of intentional damage or theft, in addition to the compensation procedures described above, the patron shall be subject to penalties in accordance with the National Sun Yat-sen University Regulations for Handling Patrons' Violations.

第十四條 借閱證件應妥善保管並限本人使用，禁止轉借或交換，違者依本館讀者違規處理要點處理。如有遺失，應立即通知本館掛失；掛失前若因證件遺失致本館或館際合作單位之蒙受圖書資料損失，原持證者應負賠償責任。

Article XIV. Library cards must be properly safeguarded and used only by the cardholder. Lending or transferring cards to others is prohibited and shall be handled in accordance with the Library's Patron Conduct Violation Regulations. In case of loss, the Library must be notified immediately. If any loss of materials occurs at the Library or interlibrary cooperation units before the card is reported lost, the original cardholder shall be held liable for compensation.

第十五條 教職員工退休、離職、出國進修，學生畢（結）業、轉學、休學、退學，及其他各類讀者離校時，均須還清所借圖書資料、繳清滯還金，始得辦理離職或離校手續。

Article XV. Faculty and staff upon retirement, resignation, or study abroad, and students upon graduation, transfer, leave of absence, or

withdrawal, as well as other patrons leaving the University, must return all borrowed materials and settle any overdue fines before completing their departure or clearance procedures.

第十六條 本規則經行政會議通過並陳請校長核可後施行，修正時亦同。

Article XVI. These Regulations shall take effect after approval by the Administrative Meeting and subsequent endorsement by the University President. Amendments to these regulations shall follow the same procedure.

附表 借閱圖書資料冊數及借期表

職稱	借書冊數	借期(日)	最長借期(日)	預約冊數
專任講師以上	80	180	360	15
博士後研究員	80	180	360	15
榮譽退休教師	80	180	360	15
博士生	80	30	180	10
碩士生	80	30	180	10
大學生	30	30	180	10
研究所休學生	30	30	180	10
共同指導學生、訪問學生	30	30	180	10
職員工警	30	30	180	10
退休教師	30	30	90	5
貴賓	30	30	90	5
兼任、客座、訪問教師等(含合聘及短期研究人員)	15	30	90	5
國光中學(附中)教職員	30	30	90	5
準研究生	10	30	90	2
校友	10	30	90	2
退休職警	10	30	90	2
圖書館之友	10	30	90	2

Appendix: Borrowing Limits and Loan Periods Table for Library Materials

Position	Items	Loan (days)	Max Loan(days)	Reservations
Full-time Faculty or above	80	180	360	15
Researcher	80	180	360	15
Emeritus Faculty	80	180	360	15
PhD Student	80	30	180	10
Master's Student	80	30	180	10
Undergraduate Student	30	30	180	10
Graduate Student on Leave	30	30	180	10
Co-advised/ Visiting Student	30	30	180	10
Staff/Campus Security	30	30	180	10
Retired Faculty	30	30	90	5
Distinguished Guest	30	30	90	5
Adjunct, Visiting, or Short-term Research Faculty	15	30	90	5
Faculty and Staff of Guoguang Laboratory School, NSYSU	30	30	90	5
Admitted Graduate Student	10	30	90	2
Alumni	10	30	90	2
Retired Staff / Security Personnel	10	30	90	2
General Library Card Holders	10	30	90	2