

國立中山大學圖書館閱覽規則

Reading Regulations of 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）為發揮大學圖書館功能，實踐大學社會責任，並保障入館讀者資源利用合理與公平性，及維護閱覽秩序，特訂定國立中山大學圖書館閱覽規則（以下簡稱本規則）。

Article I. To fulfill the functions of a university library, implement the university's social responsibility, ensure the reasonable and equitable use of library resources by patrons, and maintain proper reading order, the library hereby establishes these regulations.

第二條 本規則適用於圖書館轄下管制區域，包含館藏閱覽區、集思軒學習共享區，以及書香町自修室。

Article II. These Regulations shall apply to all regulated areas under the jurisdiction of the library, including the Collection Reading Areas, the Learning Plaza, and the Study Hall.

第三條 本館依公告開放時間開放讀者使用，各區域開放時間由圖書館另行公告。
依政府規定應放假之紀念日、節日或宣佈應放假、停止上班日，本館亦不開放。

Article III. The library shall be open to users in accordance with the hours

announced by the library. The opening hours of each area shall be separately announced.

The library shall be closed on national holidays, commemorative days, or other days off as prescribed or announced by the government.

第四條 讀者應於本館公告開放時間，持下列本人有效證件入館閱覽：

Article IV. Patrons shall enter the Library for reading during the officially announced opening hours by presenting one of the following valid personal identification documents:

一、本校核發之職員服務證、學生證、校友證。

1. Staff ID cards, student ID cards, or alumni cards issued by the University.

二、本館核發之借書證件、校外讀者個人閱覽證或館際合作證件等。

2. Library-issued borrowing cards, external patron reading cards, or interlibrary cooperation cards.

三、臨時閱覽證：

3. Day Pass

(一) 無前述校核發或館核發證件之讀者，應憑本人身分證、健保卡、駕照、護照或居留證，附有照片之個人有效證件換取。

(1) Patrons without any previously listed university- or library-issued IDs shall present a valid photo ID, such as a National ID Card, NHI Card, Driver's License, Passport, or ARC, to obtain entry.

(二) 持臨時閱覽證入館讀者應妥善保管證件，並於離館時換回個人身分證件，若有遺失或折損，應立即向本館掛失，並繳交工本費新臺幣200元；未換回之證件，本館不負保管責任。

(2) Patrons using a "Day Pass" shall keep it properly and exchange it for their personal ID upon leaving. In case of loss or damage, the pass must be reported immediately to the library, and a replacement fee of NT\$200 shall be paid. The library is not responsible for any pass not exchanged.

第五條 校外人士得申辦校外讀者個人閱覽證，得持證於館藏閱覽區使用，兩年使用費新臺幣200元，證件工本費新臺幣200元，首次申辦得免證件工本費，若證件遺失、毀損則需繳交證件工本費重新辦理。

Article V. External patrons may apply for an External Patron "Reading Pass" to use the Collection Reading Areas. The two-year usage fee is NT\$200, and the card issuance fee is NT\$200. First-time applicants are exempt from the issuance fee. In case of loss or damage, a replacement fee must be paid to reissue the card.

第六條 各類閱覽證件應妥善保管並限本人使用，禁止轉借或交換，嚴禁持他人證件入館，違者依本館讀者行為違規處理要點處理。如有遺失，應立即通知本館掛失，並向原核發單位申請

補發。

Article VI. All types of reading cards shall be properly kept and used by the assigned patron only. Lending, exchanging, or using another person's card is strictly 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, and a replacement shall be requested from the issuing authority.

第七條 未滿12歲之校外讀者入館閱覽須由年滿18歲者全程陪同；如有特殊情況得向本館申請，另案辦理。

Article VII. External patrons under the age of 12 must be accompanied at all times by a person aged 18 or older. Exceptions may be requested from the Library and handled on a case-by-case basis.

第八條 圖書館之空間與館藏資源，以提供本校教職員生使用為優先，館方得視狀況限制其他身分讀者之使用權限；校友及校外人士僅可進入館藏閱覽區，不得使用研討空間、集思軒學習共享區及書香町自修室等。

Article VIII. Library spaces and resources are primarily reserved for the University's faculty, staff, and students. The library may restrict access for other patrons as necessary. Alumni and external patrons are allowed to enter the Collection Reading Areas only and may not use study and discussion rooms, the Learning Plaza, or the Study Hall.

第九條 館藏陳覽區採開架式管理之館藏，均可自由取閱，閱畢請歸回原位或置於指定位置；採閉架式管理或特殊類型館藏資料，

須依本館相關規定申請調閱。

Article IX. Materials in the open-shelf Collection Display Areas may be freely accessed. After use, items should be returned to their original location or placed in designated areas. Materials managed under closed-shelf or special collection policies must be requested in accordance with the library's relevant regulations.

一、一般圖書可供讀者憑證外借使用，未依規定完成借閱手續之圖書，不得攜出館外。

1. General books may be borrowed by patrons with a valid library card. Books that have not been properly checked out in accordance with Library procedures may not be taken outside the library.

二、參考工具書、學位論文、現期及合訂本期刊、統計資料、教師指定參考書等特殊類型資源，僅限館內閱覽。

2. Special resources, including reference books, thesis, current and bound periodicals, statistical data, and faculty-designated reference materials, are for in-library use only.

三、經本館認定為特藏資料者，由本館闢專室度藏，並依相關規定限制參閱、重製，其使用要點由圖書館另訂之。

3. Materials designated by the library as special collections shall be stored in dedicated rooms and subject to access and reproduction restrictions in accordance with relevant regulations. Usage guidelines for these materials shall be separately established by the library.

第十條 讀者須尊重智慧財產權，並依相關規定使用館藏，如有違反，應由讀者自負法律責任。

Article X. Patrons must respect intellectual property rights and use Library materials in accordance with relevant regulations. Any violations shall be the legal responsibility of the patron.

第十一條 本館設有臨時置物櫃供讀者暫放不便攜入館之物品，讀者離館前應自行取回，否則將於隔日開館後視同廢棄物予以移置或清理，本館不負保管責任。

Article XI. The library provides temporary lockers for patrons to store items that cannot be brought into the library. Patrons must retrieve their belongings before leaving. Unclaimed items will be considered abandoned and may be removed or disposed of after the library opens the following day. The library is not responsible for the safekeeping of these items.

第十二條 讀者離開圖書館管制區域時，若無法正常通過安全系統，且館方對攜出物品有疑慮，得要求說明查看，需予以配合。非開放時間，讀者不得滯留於館藏閱覽區及各自習空間。

Article XII. When leaving the library's-controlled areas, patrons who cannot pass the security system properly, or whose belongings raise concerns for the library, may be required to provide explanations and allow inspection. Patrons are not permitted to remain in the Collection Reading Areas or any study spaces outside of official opening hours.

第十三條 讀者應遵守本館各項規定，以維護館內閱覽環境品質，如有違規或危及館舍、館藏、設備資源或人身安全者，館方得制

止或排除之，並依國立中山大學圖書館讀者行為違規處理要點懲處。

Article XIII. Patrons shall follow all Library regulations to maintain a proper reading environment. The library may stop or remove any patron who violates rules or endangers the premises, collections, equipment, or personal safety, and may take disciplinary action in accordance with the National Sun Yat-sen University Regulations for Handling Patrons' Violations.

第十四條 本辦法經行政會議通過並陳請校長核可後實施，修正時亦同。

Article XIV. 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.