

國立中山大學圖書館讀者行為違規處理要點

National Sun Yat-sen University Library Guidelines for Handling Patrons' Violations

96.07.04 圖書館組長會議通過

114.12.03 本校 114 學年度第 1 學期第 7 次行政會議修正通過

Approved at the 7th Administrative Meeting on December 3, 2025

- 一、 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，並維護館務正常營運，特訂定違規處理要點（以下簡稱本要點），以為讀者利用規範及工作人員執行公務依據。
 - I. To safeguard patrons' rights to fair access to resources and facilities, and to ensure the normal operation of the Library, these Guidelines for Handling Violations of Patron Violations (hereinafter "the Guidelines") are established as the basis for regulating patron behavior and providing operational reference for staff.
- 二、 本要點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。
 - II. The Guidelines apply to all controlled areas under the administration of the Library, including the general reading areas, the Learning Plaza, and the Study Hall.
- 三、 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，並依本要點處理。

III. Patrons shall enter the Library using their own valid identification and shall not use another person's ID. Cardholders shall not lend their ID to others for entry. Upon discovery of such misuse, the Library may retain the card and notify the original cardholder to retrieve it or return it to the issuing unit, and the case shall be handled in accordance with these Guidelines.

四、讀者於館內應衣著整齊、音量適當，不得違背善良風俗、影響他人閱讀之行為，或擅入非開放空間。

IV. Patrons shall be properly dressed, keep their volume appropriate, and refrain from behavior contrary to public decency or disruptive to others. Patrons shall not enter non-public or restricted areas without authorization.

五、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，佔位離席超過30分鐘者，其物品將由本館人員清理移置，未攜走之物品，本館不負保管責任。

V. Patrons shall not move chairs or occupy seats without authorization. Personal belongings must be taken when leaving the Library. Items left unattended for more than 30 minutes may be cleared and relocated by Library staff. The Library assumes no responsibility for any items left behind.

六、 為維護館內環境整潔，讀者不得攜帶食物飲料或動物入內，如造成館舍、館藏或設備汙損，除依本要點處理外，需另負清潔與賠償之責任。

VI. To maintain a clean environment, patrons shall not bring food, beverages, or animals into the Library. Should any damage or contamination to the Library building, collections, or equipment occur, the patron shall be subject to the handling measures under these Guidelines and shall additionally bear cleaning or compensation costs.

七、 館內公用電腦等設備資源以提供讀者查詢館藏目錄、檢索資訊等學習研究目的為主，讀者應妥善使用。

VII. Public computers and facilities are primarily provided for catalog searching, information retrieval, and academic research. Patrons shall use such equipment properly and responsibly.

八、 本館書刊資料及各項設備器材未經借閱程序，不得擅自攜進研究室或攜出館外，經查獲，工作人員得逕行取出歸位。

VIII. Library materials, equipment, and devices may not be removed from reading areas or taken outside the Library without proper checkout procedures. Upon discovery of unauthorized removal, Library staff may retrieve the materials and return them to their designated location.

九、 凡違反本要點規定，經本館同仁查獲或由讀者舉發屬實，且

經記點者，處理方式如下：

IX. Patrons who violate the Guidelines and are found in breach by Library staff or confirmed through patron reports, and upon being assigned violation points, shall be handled as follows:

(一) 本校讀者：

(1) NSYSU Patrons:

1. 違規記一點者，予以勸告，並列入記錄。
 - i. One violation point: verbal warning and record of violation.
2. 違規累計二點者，簽請本館二級主管核准後，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。
 - ii. Accumulation of two points: upon approval by a Library division-level supervisor, immediate suspension of Library privileges (including entry, borrowing, and use of research and discussion rooms) for one month.
3. 違規累計三點(含)以上者，簽請本館一級主管核准後，立即停止使用圖書館(含進館、借書、使用研究室及討論室)三個月。

- iii. Accumulation of three or more points: upon approval by a Library senior-level supervisor, immediate suspension of Library privileges (including entry, borrowing, and use of research and discussion rooms) for three months.

(二) 校外人士：

(2) External Patrons:

- 1. 違規記一點者，予以勸告，並列入記錄。
 - i. One violation point: verbal warning and record of violation.
- 2. 違規累計二點者，簽請本館二級主管核准後，立即停止進入圖書館三個月。
 - ii. Accumulation of two points: upon approval by a Library division-level supervisor, immediate suspension of Library entry for three months.
- 3. 違規累計三點(含)以上者，簽請本館一級主管核准後，終身不得入館。
 - iii. Accumulation of three or more points: upon approval by a Library senior-level supervisor, permanent denial of Library entry.

十、 違反本要點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依法處理；校外人士通知所屬單位或警察機關處理。

X. For violations of severe nature, in addition to the measures stated in the preceding article, NSYSU students shall be reported to the Office of Student Affairs for disciplinary action in accordance with applicable regulations. External patrons shall be reported to their respective institutions or referred to law enforcement.

十一、 記點事項詳如違規記點項目表所列。

XI. Violation items and corresponding point assignments are detailed in the Violation Point Table.

十二、 本要點經行政會議通過後公布實施，修正時亦同。

XII. The Guidelines shall be implemented upon approval by the Administrative Meeting. The same procedure shall apply to any future amendments.

附表：違規記點項目表

Appendix: Violation Point List

依據違規處理要點第十一點，訂定違規記點項目如下，標示*視為情節重大，依本要點第十點辦理。

Pursuant to Article 11 of the Guidelines for Handling Violations of Patron Conduct, the following Violation Point Items are established. Items marked with * shall be considered of a serious nature and handled in accordance with Article 10 of the Guidelines.

編號 / 大類 Category	編號 / 細目 Item	點數 Points	備註 Remarks
(一)證件 (1) ID Card	1. 冒用證件* i. fraudulent use of an ID card *	3	記點並沒收證件 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. 攜帶食物及開水外之飲料進館。本館另外公告者除外。 i. Bringing food or beverages into the Library (water is allowed) except as otherwise announced by the Library.	1	
	2. 使用加熱烹煮設備 ii. Use of heating or cooking equipment	1	

(三)個人行為 (3)Personal misconduct	1. 偷竊* i. Theft*	3	
	2. 吸煙或飲酒 ii. Smoking or drinking alcohol	2	
	3. 被取締時態度惡劣或違規不聽勸阻 iii. Refusing to follow the directions of the staff, disrespectful attitudes toward the staff, and refusing to show identification or sign	1	
	4. 擅入非開放空間 iv. Trespassing in restricted zones or unauthorized use of library facilities	1	
	5. 閉館後不當逗留館內 v. Linger, overstaying in the Library after open hours	1	
	6. 危及館舍、人員安全等行為* vi. Conduct that endangers the safety of the library premises or staff*	3	
	7. 衣著不整或其他有礙觀瞻行為 vii. Dressing or grooming in a manner that is offensive to the public	1	
	8. 打擾其他讀者或其他影響讀者之行為 viii. Disturbing other patrons or engaging in other behaviors that affect patrons	1	
	9. 猥褻、性騷擾或其他妨害風化行為* ix. Obscene conduct, sexual harassment, or other acts violating public decency*	3	

	10. 影響空間整潔及環境衛生行為 x. Hygiene conditions that interfere with the use and enjoyment of the Library	1	
	11. 未經允許移動館內設備及預佔座位 xi. Moving library equipment without permission or occupying seats in	1	
	12. 攜帶動物入館 xii. Bringing animals into the Library	1	
	13. 未經借閱程序將館內書刊資料及各項設備器材攜出 館藏閱覽區* xiii. Taking library materials or equipment out of the collection and reading areas without before checking them out*	3	
	14. 未經借閱程序將館內書刊資料及各項設備器材攜進研究室與討論室 xiv. Taking library materials or equipment out of the study room or discussion room without before checking them out	1	
	15. 非緊急狀況擅自開啟設有保全或逃生之門窗 xv. Opening doors or windows with security or emergency exit functions without authorization in non-emergency situations	1	
(四)利用圖書館設備之不當行為	1. 蓄意損毀或藏匿書刊資料或器材設備* i. Deliberately damaging or concealing	3	

(4) Inappropriate behavior involving library's equipment	2. 違反智慧財產權相關規定*	3	
	ii. Violating intellectual property rights regulations*		
	3. 違反公用電腦暨電腦教室管理要點	1-3	視情節記點 Violation points assigned according
	iii. Violating the Guidelines for Public Computers and Computer Lab Management		
	4. 瀏覽色情網站或不當資訊內容	2	
	iv. Accessing pornographic websites or inappropriate content		
	5. 未遵守研究室或討論室使用規則	1	
	v. Failure to comply with the rules for using study rooms or discussion rooms		
(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。 Actions not specified in the Violation Points Table but that affect the safety, operation, or rights of the library or patrons	1-3	視情節記點 Violation points assigned according to severity