

國立中山大學圖書館讀者行為違規處理要點

Guidelines on 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

Amended and approved at the 7th Executive 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. These guidelines are formulated to safeguard patrons' right to fair access to the library's resources and equipment, maintain the normal operation of the library, and serve as the guidelines for patrons to follow library policies and for librarians to execute duties.
- 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. These guidelines shall apply to all areas under the library's administration, including the 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 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 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 dress appropriately and lower their voice, and shall not violate public

order or moral standards; any behaviors of disrupting others' reading or entering restricted areas shall be prohibited.

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. Chairs shall not be moved, and seats shall not be occupied without use. Personal belongings shall be taken away when patrons leave. Items left unattended for more than 30 minutes may be removed by librarians, and the library assumes no responsibility for 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. Patrons shall not bring food, beverages, or pets into the library to maintain a clean environment. Patrons who damage the premises, collections, or equipment shall be subject to the disciplinary measures in accordance with these guidelines and shall be responsible for cleaning and compensation.

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 computer facilities are exclusively for searching the library's collections and relevant information of academic research, and patrons shall use them appropriately.

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 collections and equipment not yet checked out shall not be brought into study carrels or removed from the library. Upon discovery, librarians may directly retrieve and return them to their original locations.

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 in violation of the guidelines herein, either discovered by librarians or reported by another patron and subsequently substantiated, and receiving the violation point(s) shall face the following disciplinary actions:

(一) 本校讀者：

(1) university members:

1. 違規記一點者，予以勸告，並列入記錄。

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

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. Those who receive an accumulation of two violation points shall face a one-month suspension of their access to the library immediately (including entry, checking out books, and use of study carrels and discussion rooms,) upon approval from the second-level supervisor of the library.

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. Those who receive an accumulation of three violation points shall face a three-month suspension of their access to the library immediately (including entry, checking out books, and use of study carrels and discussion rooms), upon approval from the first-level supervisor of the library.

(二) 校外人士：

(2) external personnel:

1. 違規記一點者，予以勸告，並列入記錄。

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

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. Those who receive an accumulation of two violation points shall face a three-month suspension of their access to the library immediately, upon approval from the second-level supervisor of the library.

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. Those who receive an accumulation of three violation points shall be permanently denied access to the library, upon approval from the first-level supervisor of the library.

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. In addition to the disciplinary actions stipulated in Article 9, major violations of these guidelines herein committed by the University's students shall be reported to 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 institutions or the police.

十一、記點事項詳如違規記點項目表所列。

XI. Violation points are specified in the appendix (Table for Violation Points.)

十二、本要點經行政會議通過後公布實施，修正時亦同。

XII. These guidelines are approved by the Executive Meeting before implementation.
Amendments to these guidelines shall follow the same procedure.

附表：違規記點項目表

Appendix: Table for Violation Points

<p>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。</p> <p>Below are categories and corresponding violation points stipulated in accordance with Article 11. Subcategories marked with * shall be considered a serious circumstance and handled in accordance with Article 10.</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. 攜帶食物及非開水外之飲料進館。本館另外公告者除外。 i. bringing food or beverages into the library (except for water), unless otherwise announced by the library	1	
	2. 使用加熱烹煮設備 ii. heating or cooking	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. ill attitude or noncompliance with relevant regulations when being rectified	1	
	4. 擅入非開放空間 iv. entering restricted areas without permission.	1	
	5. 閉館後不當逗留館內 v. staying in the library after closing hours.	1	
	6. 危及館舍、人員安全等行為* vi. endangering the library premises and personal safety*	3	
	7. 衣著不整或其他有礙觀瞻行為 vii. dressing or behaving inappropriately	1	
	8. 打擾其他讀者或其他影響讀者之行為 viii. behaviors that disturb other patrons	1	

9. 猥褻、性騷擾或其他妨害風化行為*	3	
ix. misconduct involving obscenity, sexual harassment, or violation of public order*		
10. 影響空間整潔及環境衛生行為	1	
x. behaviors that affect the tidiness and cleanliness of the library		
11. 未經允許移動館內設備及預佔座位	1	
xi. moving equipment without permission or occupying seats without use		
12. 攜帶動物入館	1	
xii. bringing pets into the library		
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*	3	
xiii. removing library materials or equipment from the library without checking them out*		
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	1	
xiv. bringing library materials or equipment into study carrels or discussion rooms without checking them out		
15. 非緊急狀況擅自開啟設有保全或逃生之門窗	1	
xv. opening doors/windows with security or emergency exits during non-emergencies		

(四)利用圖書館設備之不當行為 (4) inappropriate behavior involving library's facilities	1. 蓄意損毀、藏匿書刊資料或器材設備* i. deliberately damaging or hiding collections or equipment*	3	
	2. 違反智慧財產權相關規定* ii. violating intellectual property rights*	3	
	3. 違反公用電腦暨電腦教室管理要點 iii. violating <i>Guidelines on the Management of Public Computers and Computer Classrooms</i>	1-3	視情節記點 violation points based on the severity of circumstances
	4. 瀏覽色情網站或不當資訊內容 iv. browsing pornographic or inappropriate contents on websites	2	
	5. 未遵守研究室或討論室使用要點 v. 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 other patrons' rights	1-3	視情節記點 violation points based on the severity of circumstances