

國立中山大學圖書館圖書資料借閱規則

Regulations for the Use and Circulation of Library Resources

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 Executive 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）。

I. These regulations are formulated to provide the University's faculty, staff, and students with the access to various resources in the library. Given the public nature of library resources, the library may also be accessible to the general public provided that the rights of the University's faculty, staff, and students are not affected.

第二條 讀者借書應於規定時間，持有效證件親自辦理：

II. Patrons shall present their valid ID card to check out books in person within the opening hours.

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. The University's faculty and staff shall use their employee ID card, and students shall use their student ID card.

二、 其他身分讀者，得向本館申辦借書證件。

2. Other personnel may apply for a library card.

第三條 其他身分讀者申請借書證件，申辦方式如下：

III. Other personnel 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. The University's retired faculty and staff shall present their retirement certificate and original employee ID card, or their retirement ID card.

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. The University's full-time faculty and staff may apply for a supplementary library card for their spouse, child(ren), and parents; the number of checked-out books aggregated with that of the faculty/staff shall not exceed the loan limit stipulated herein. The supplementary library card shall cease to be valid upon their resignation or retirement from the University.

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. Individuals who make significant contributions or donate a specified amount of funds to the University may check out books using their Guest Library Card issued by the President.

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 personnel may apply for a library card by presenting relevant documents or their valid ID card, along with a letter of assurance issued by their affiliated institution.

(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) Non full-time personnel (such as adjunct faculty, short-term researchers/experts/scholars, and visiting/chair professors invited or appointed by individual units) shall present a copy of the appointment certificate or the letter of invitation, along with a letter of assurance issued by their affiliated or hosting 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 affiliated with the University shall present their employee ID card, along with a letter of assurance from the school's Office of Personnel Services.

(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 enrolled in the University shall present their admission letter, student ID card issued by their previous university or National ID Card, and a letter of assurance issued by the admitting department/institute/ degree program.

(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) Individuals or a group of at least five currently enrolled in a continuing education course offered by a University's unit shall present a letter of assurance issued by the unit, with a liaison designated for coordination with the library. Each member shall pay an annual management fee of TWD 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 issuing the letter of assurance shall serve as the guarantor of the patron's returning books. If the patron fails to return books by a due date, the unit shall assist in contacting the patron for the return and compensation; otherwise, the unit shall bear joint liability for the 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 personnel may apply for a library card by presenting relevant documents or their valid ID card, and paying the deposit and other 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 who suspend their studies shall present a certificate of suspension and their student ID, with a deposit

of TWD 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 shall present their alumni ID card, graduation certificate, or other valid documents, along with either a deposit of TWD 3,000 or a letter of guarantee from a full-time faculty or staff member within the manning quota.
- (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) The general public may apply for a General Library Card with their National ID card, a recent photo, a deposit of TWD 3,000, a card fee of TWD 200 and an annual management fee of TWD 1,000. Those holding a disability card may be exempted from paying the card fee and management fee.
- (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) A group of five or more external members shall present a letter of assurance issued by their affiliated institution and designate a liaison for coordination with the library. Each member shall pay a deposit of TWD 3,000, a card fee of TWD

200, and an annual management fee of TWD 800; afterwards, their affiliated institution shall submit an application on their behalf 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 shall be paid upon card renewal and shall be non-refundable after payment. In the event of suspended access to the library due to their violations of regulations, patrons shall not request for compensation or refund.

(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 no longer use the library card may have the deposit refunded after returning all checked-out books, paying any overdue fines, and compensating for any lost or damaged items in the library.

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. The applications of interlibrary patrons from partner universities shall be handled in accordance with interlibrary loan policies 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 fee of TWD 200 shall be charged for the initial application for a library card and in the event of its loss of or damage.

八、 不屬前述讀者身分者，得視需求個案專案辦理。

8. Applications of patrons not covered in the preceding Subparagraphs may be handled 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：

IV. Library resources shall be generally available for checking out, except for the following:

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 theses and doctoral dissertations of the University

三、 期刊、期刊合訂本及報紙。

3. journals, bound periodicals, 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. audiovisual materials, microfilms, electronic resources, equipment, and other non-circulating items (Guidelines on the access to these materials shall be separately formulated 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. reference books exclusively reserved for the University's faculty, staff, and students at the request of the faculty for their course (Each patron may check out up to two reference books, and the number of checked-out books shall be counted toward the loan 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. Collections at other units of the University shall be governed in accordance with specific regulations or restrictions, which shall be separately formulated by the 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。

V. The loan limit and loan period are specified in the Table for Loan Limits and Loan Periods (as an 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 of faculty research projects for research purpose shall be exempted from the loan limit and the loan period

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 checked out under a supplementary library card of the faculty or staff aggregated with that of the faculty/staff shall not exceed the loan limit stipulated herein, and the loan period for a supplementary library card shall be the same as that for

faculty/staff.

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. The loan limit and the loan period for interlibrary patrons shall be governed by the agreement between the respective libraries.

四、非屬表內讀者身分者，得另個案專案辦理。

4. The loan limit and the loan period for patrons not covered in the appendix may be handled 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。

VI. Patrons shall present their library card to check out books in person. Books may be checked out by an authorized person on their behalf upon the presentation of their authorization letter, library card and the person's ID card.

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。

VII. Patrons may renew their checked-out books online before the due date, provided that the books are not recalled or overdue. The loan period of each renewal shall start from the renewal date. A checked-out book may be renewed until the maximum loan period is reached.

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。

VIII. If other patrons place a hold on a book, its loan period shall be shortened to 30 days for full-time faculty (lecturers and higher ranks) and researchers, and 14 days for other patrons.

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。

If a checked-out book is recalled during the loan period, the library shall notify the current borrower to return it by the date specified in the recall notice. Failure to comply shall incur overdue fines and the borrowers shall not object.

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。

IX. Patrons may place a hold on the book that is being checked-out or cataloged.

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。

Once the recalled book is returned, the library shall email the patron to check it out within five days after receiving the notification (excluding holidays and days when the library is closed). Failure to do so shall result in the forfeiture of the reservation; the next patron on the waiting list shall be notified for checkout, or the book shall be back to its original location.

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：

X. Checked-out books shall be returned by the due date. Patrons failing to comply shall result in the suspension of rights for checkout until the books are returned, and they shall also pay the following fines:

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: TWD 5 per item per day (excluding holidays and days when the library is closed)

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. non-circulating reference books reserved by the faculty for their course, equipment for a short period of loan in study carrels: TWD 5 per item/piece per hour (excluding holidays and days when the library is closed)

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. For the faculty, staff, students, retired faculty and staff, alumni, and holders of the General Library Card, an accumulated overdue fine over TWD 150 shall result in the suspension of rights for checkout until the fine is paid in full.

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 service quality, the library shall email ~~the~~ patrons regarding books on hold shelf, books being recalled, due dates approaching, and overdue loans. However, patrons shall not use the reason of not receiving such notifications for the waiver of the overdue fine.

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。

XI. The library may recall any checked-out books or reject a recall request with an explanation if they are reserved as reference books by the faculty for their course, or due to inventory or other special circumstances. Patrons shall comply 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。

XII. Books may be returned through the library's book drop, and the date of return shall be based on the library's official records. Failure to return by the due date shall be handled in accordance with these regulations.

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。

Nevertheless, the library's book drop service shall not be available for non-general books, such as CDs, audiovisual materials, books with supplementary materials, and interlibrary cards, which shall 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：

XIII. Patrons who lose or damage their checked-out books shall replace them in the following ways:

一、以圖書資料賠抵：

1. replacement with new books:

(一) 遺失精裝本，不得以平裝本賠償。

(1) Hardback books shall not be replaced with paperback ones.

(二) 如有新版，得以新版取代。

(2) A newer edition may be used as a replacement, if available.

(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) Lost volumes or supplementary materials of a set shall be replaced with a new copy of the same edition; if the volumes or supplementary materials are a newer edition, the entire volumes or set shall be replaced.

(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 shall comply with copyright laws and shall be free from any underlining, annotations, stains, dog-eared pages, tears, or other damages.

(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 with licensed content shall have at least the same level 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 the replacement stipulated above is unavailable, the 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 compensation is the double of the amount of the adjusted price after considering the current consumer price index.
- (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) The original price in foreign currency 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) In cases where the original price cannot be verified, the library shall calculate the compensation based on the number of pages in the volume. The rate is TWD 5 per page for volumes in Chinese and TWD 20 per page for those in other languages, with the minimum charge of 100 pages. If the total number of pages cannot be verified, a charge for 300 pages shall apply.
- (四) 套書之部分冊數或附件資料均以全套計價。
- (4) Any lost or damaged volumes or supplementary materials of a set shall be compensated based on the price of the entire volumes or 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. The patrons shall not claim the ownership of the remaining of the volumes or set after replacement 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 books, or materials published before 1959 shall be compensated according to their value on a case-by-case basis.

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 shall be calculated and approved by the librarians. In the event of deliberate damage or theft, the patron shall be liable for both the aforementioned compensation and penalties in accordance with *Guidelines on 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。

- XIV. Various library cards shall be properly kept and used only by the cardholders. Lending a card to, or exchanging it with, others shall be strictly prohibited, and any violation shall be handled in accordance with the University's *Guidelines on Handling Patrons' Violations*. Cardholders losing their card shall notify the library immediately. If any collections of the library or a partner library are missing or damaged before the report is made, the cardholder shall be held liable for the 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。

XV. Patrons shall return checked-out books and resolve any overdue fines before starting the procedure of leaving the University, such as retirement, resignation, overseas studies, graduation, completion of courses, transfer to other universities, suspension of the studies or dismissal from the University, and other patrons no longer using the library card.

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。

XVI. These regulations are approved by the Executive Meeting and the President before implementation. Amendments to these regulations shall follow the same procedure.

附表 借閱圖書資料冊數及借期表

Appendix: Table for Loan Limits and Loan Periods

職稱 Categories of Patrons	借書冊數 Loan Limit	借期(日) Loan Period (day)	最長借期(日) Max. Loan Period (day)	預約冊數 Limit of placing a hold
專任講師以上 full-time faculty (lecturership and higher rank)	80	180	360	15
博士後研究員 postdoctoral research fellows	80	180	360	15
榮譽退休教師 emeritus professors	80	180	360	15
博士生 doctoral students	80	30	180	10
碩士生 master's students	80	30	180	10
大學生 bachelor's students	30	30	180	10
研究所休學生 graduate students suspending their studies	30	30	180	10
共同指導學生、	30	30	180	10

訪問學生 external students supervised by the faculty and visiting students				
職員工警 staff and security guards	30	30	180	10
退休教師 retired faculty	30	30	90	5
貴賓 holders of a Guest Library Card	30	30	90	5
兼任、客座、訪問教師 等(含合聘及短期研究 人員) adjunct, visiting, or short-term faculty and researchers	15	30	90	5
國光中學(附中)教職員 teachers and staff of Guoguang Laboratory School	30	30	90	5
準研究生 admitted graduate students	10	30	90	2
校友 alumni	10	30	90	2

退休職警 retired staff and security personnel	10	30	90	2
圖書館之友 holders of a General Library Card	10	30	90	2