

# 臺北基督學院圖書館資料違規使用處理辦法

## Guidelines on the Management of Non-Compliant Use of Library Materials, Christ's College Taipei

### (hereafter referred to as the “Guidelines”)

民國 104 年 7 月 8 日本校 103 學年度第 2 次圖書委員會議通過

民國 104 年 7 月 8 日本校 103 學年度臨時教務會議通過

民國 104 年 10 月 23 日本校 104 學年度第二次臨時行政會議通過

第一條 為維護讀者利用圖書館各項資源之權益及圖書館之正常運作，特訂定本辦法。

Article 1 These guidelines are established to protect readers' rights to use library resources and to maintain the proper operation of the Library.

第二條 凡於圖書館內、外使用或借用館藏相關設備、資料、物品等，未依規定而產生逾期、超時、遺失，毀損等情形者，為「違規使用」。

Article 2 Non-compliant use of library materials (hereafter referred to as “Non-compliant Use”) is defined as acts in violation of Rules of Borrowing and Circulation of Library Materials, such as overdue, lost, or damaged library equipment and materials while on loan, either in on-site or off-site use.

第三條 借閱之圖書資料應自行查核借閱到期日，凡外借資料逾期者，本館暫停其借閱權至圖書資料歸還及罰鍰繳清，逾期罰鍰處理，其規定如下：

Article 3 Each library patron will be solely responsible for the return of the loaned library materials by the respective due dates. If the loaned library materials are not returned on time, the privilege of borrowing library materials will be suspended until the overdue items have been returned and the fine has been paid. The fines for overdue items are outlined as follows:

1. 借用館藏資料須在期限內歸還，學生借閱圖書如有逾期，每冊每日處以新臺幣二元之罰鍰（不含閉館日）；隔夜借閱之期刊，逾時每冊每小時罰鍰二元（不含閉館日）。罰鍰至原書價之三倍為上限。

D) All loaned library materials must be returned by their respective due dates. For students, the fine for each overdue book is NT\$2 per day, excluding days that the library is closed. For materials checked out overnight, the fine for each volume is NT\$2 per hour, excluding days closed. The maximum fine for each overdue item is three times (300%) its replacement price.

2. 借用館藏資料逾期，經圖書館催書後，若是屢催不還，除了仍須繳交罰鍰外，停止其借書權利，違規之學生則送交學務暨福音事工處予以記過處分。

II) A student, who fails to return overdue book(s) after being notified three or more times by the Library, will be referred to Student Affairs & Ministries Office for discipline. Meanwhile, the privilege of borrowing library materials will be suspended until all fines have been paid.

3. 被處罰鍰人應當場繳納罰鍰，並取得收據方可離開，罰鍰未付清前，停止其借閱權利。

III) Upon being notified of a library fine, the student must pay quickly or the privileges of borrowing library material will be suspended until all fines have been paid.

4. 凡借用之館藏資料，如發生遺失、汙損、毀壞等情事時，應由借用人自行購買原書之同一本版本或最新版賠償之。

IV) Upon losing, marking or damaging loaned library materials, the borrower will purchase a replacement item of the same edition or a newer edition.

5. 無法購買同一版本新書賠償時，其處理方式如下：

V) When the replacement material of the same edition is not available on the market, the Library will follow these rules.

(一)以現金賠償者，其計算方式如下：

(1) A cash compensation to the Library for the lost, soiled or damaged material will be calculated using following rules.

1.可查得現價者，賠二倍。

1. If the item is available, the cash compensation will be two times (2X) its current market price..

2.無法查得現價者，以原書之定價為基數，賠三倍。

2. If the material is not available on the market, the cash compensation will be three times (3X) the out of print list price.

3.無法查得現價及定價者，以複印費(以本館 A4 複印價格，自書名頁起至書底頁數)計算賠償，中文書賠複印費之二倍，外文原版書賠四倍，絕版書賠十倍。

3. If a Chinese book or publication is not available on the market and its list price cannot be ascertained, the cash compensation will be equal to two times (2X) the copying fees of all pages of such item, i.e., (2) x (the library's price per A4 page) x (the total number of pages from the front cover to the back cover).

In the event an original book or publication is published overseas, the cash compensation shall be four times the copying fees of all pages of the item.

For an out-of-print book, the cash compensation will be ten times (10X) the copying fees of all pages of the book.

(二)屬非賣性質之圖書，在徵得本館同意後，得以影印本(雙面複印、精裝)賠償之。

(2) Upon obtaining the permission from the library, a non-commercial book can be replaced by a good photocopy volume, i.e., double-sided and deluxe hard-bound.

(三)本館仍有複本資料,在徵得本館同意後，得以相關主題之圖書賠償之。

(3) Upon obtaining the permission from the library, if the library has duplicate copies of the same book or publication, which has been lost, soiled, or damaged, the responsible person may compensate the library with a book or publication related to the same subject matter as a replacement.

6. 凡以圖書賠償者，請於掛失後一個月內完成賠償手續；

VI) The person responsible for the lost, soiled, or damaged material must complete the compensation process within a one month grace period from the date of notifying the Library of such an event.

(一)掛失時若已經逾期，罰鍰將計算至掛失日，掛失日起的一個月，掛失期限將不計算罰鍰；但若超過一個月的掛失期限未賠償圖書，掛失期限內的逾期罰鍰將繼續累計（不含閉館日）至賠償圖書止，並通知教務處未辦理賠償的學生不准予註冊及辦理離校手續。

(1) Should the compensation process for lost, soiled, or damaged items pass the one month grace period due date, a daily fine (2dollars/day) will be accrued until the problem is resolved. However, should the responsible person fail to complete the compensation process within this grace period, The Academic Affairs Office will be notified of a violation to prevent the student from registration or withdrawing or graduating from school.

(二)為確保讀者不會濫用掛失權利，若因遺失掛失者，突然找回圖書，則需歸還圖書並繳清所有罰鍰。

(2) To prevent a person from abusing the rules of reporting a lost, soiled or damaged material, should a lost item be returned to the library at a later date, the responsible person must still pay all of the overdue fine.

七、視聽資料損壞或遺失，請於掛失日起四十五天內辦理，賠償方式及優先順序如下：

VII) In the event that audiovisual materials have been damaged or lost, the replacement compensation must be completed within forty-five (45) days from the reported date according to the following procedure and order of preference.

(一)購得相同的視聽資料（公播版）歸還。

(1) The identical audiovisual material with public performance rights will be purchased and returned by the responsible person.

(二)若無法取得原視聽資料,經館員同意後，可按原價（公播版）兩倍賠償。

(2) For an audiovisual item which is not available on the market, the borrower must obtain permission from the librarian to not replace the item but instead to compensate the library with a cash compensation of three times (2X) the original price of the material with public performance rights.

第四條  
Article 4

本辦法經行政會議通過，報請校長核准後施行。

The Guidelines shall be passed by the Administrative Committee and submitted to the President for approval and implementation.