

## 新竹校區圖書館閱覽借閱規則

### Kang Chiao Bilingual School Library Regulations

一、本館所藏圖書資料主要供本校教職員工學生(以下簡稱借閱人)使用。

The library collection is mainly for the use of all staff.

二、本館採開架制度，在開放時間內，借閱人可進入書庫自行選取所需書籍，並親自辦理借閱手續，他人不得代辦。

The library adopts an open-shelf system. During opening hours, users can enter the library to select the books and borrow. No one else is allowed to do it on their behalf.

三、辦理資料借閱時，借閱人須出示識別證或學生證，不得冒用他人之帳號(含證件、電腦帳號及密碼)，違者將停止其借閱權 30 日，並追還所借資料。

Users must present his/her ID card to borrow books, and is not allowed to impersonate another person's account. Transgressors will lose the right to borrow books for 30 days.

四、參考書、報紙、當期期刊均限館內閱覽使用，概不外借。

Reference books, newspapers, and current periodicals are only available for reading in the library.

五、借閱冊數、期限及罰則如下：

Number of loanable materials, loan terms and penalties:

身分別 Identity	資料類型 Items	借閱數量 Number of loans	借期(天) Duration (days)	續借(次) Renewal (times)	逾期罰則 Overdue penalty
小學生 Primary school students	中英文圖書 (含過期期刊) Chinese and English books Including non-current periodicals	4 本 (2 本中文 2 本英文) Total 4 (2 Chinese Book and 2 English Book)	14 天 14 days	2 次 (每次 14 天) 14 days for each renewal	有逾期書則停止借書權利 If there is an overdue book, the borrowing right will be terminated 舉例如下： 若康小橋 1/6(一)至圖書 館想借閱圖書 2 本，但發現其帳 上有一本圖書 於 1/2(二)到期 尚未歸還，則無 法借書。 他於 1/7(二)歸 還其圖書，即可
中學生 Middle school students	中英文圖書 (含過期期刊) Chinese and English books Including non-current periodicals	6 本 (3 本中文 3 本英文) Total 6 (3 Chinese Book and 3 English Book)	14 天 14 days	2 次 (每次 14 天) 14 days for each renewal	

中小學專任教師 Primary and Middle school teachers	中英文圖書 (含過期期刊) Chinese and English books Including non-current periodicals	20 本 Total 20	30 天 30 days	2 次 (每次 30 天) 30 days for each renewal	借閱新的圖書。
幼兒園專任教師 Kindergarten teachers	中英文圖書 (含過期期刊) Chinese and English books Including non-current periodicals	30 本 Total 30	30 天 30 days	2 次 (每次 30 天) 30 days for each renewal	
專任教師 Teachers	教用書 教具 Teach Textbooks Teaching Aids	100 本 Total 100	一學期 Semester	1 次 (每次一學期) A semester for each renewal	
專任教師 Teachers	視聽資料 Audio and video materials	2 片 Total 2	3 天 3 days	不可續借 No renewal	
職員 Staff	中英文圖書 (含過期期刊) Chinese and English books Including non-current periodicals	20 本 Total 20	30 天 30 days	2 次 (每次 30 天) 30 days for each renewal	

六、借閱人欲借之資料，若已被他人借出可逕自在本館自動化系統中辦理預約。俟書回館後，由本館通知預約人，圖書於 3 日內來館辦理借閱手續。逾期未取者，將不保留其借閱資格，改由下一位預約者依序遞補。

If the material you wish to borrow has been borrowed by someone else, you can make a reservation directly in the library's system. After the book is returned, the library will notify the person who made the reservation and the borrower can go through the borrowing procedures within 3 days. If the borrowing qualification is not retained after the deadline, the next person who makes the reservation will be replaced in order.

七、所借資料如無人預約，在應還日前 3 日起，可在本館自動化系統中辦理續借，續借以二次為限，並以應還日為續借起算日期。

If no one has reserved the borrowed materials, you can renew them in the library's system starting 3 days before the due date. Renewal is limited to two times.

八、借出之資料(含附件)，借閱人應妥加保管，如有破損遺失或塗、寫、汙損等情形，依下列原則辦理：

Users should keep the materials (including attachments) properly. If they are damaged, lost, or scribbled, defaced, the following principles shall apply:

(一) 遺失圖書請購買相同版本為原則，若遺失圖書已有新版，以新版賠償之。

For lost books, please purchase the same version as a rule. If the lost book has a new version, the new version will be used as compensation.

(二) 遺失圖書若以月費賠償，需按原書的訂價，外加處理費及運費新台幣 100 元賠償之。

If you want to compensate for lost books with money, you must pay the original book price plus a handling fee and shipping fee of NT\$100.

九、辦理賠償程序：

#### Compensation Procedure

(一) 如係自行購買原資料賠償者，將所購資料送交流通櫃檯核對無誤後，辦理註銷手續。

If you purchase the original materials yourself for compensation, please send them to the Circulation counter for verification.

(二) 如係賠償價格者，至本館流通台領取賠償通知單後，經家長勾選確認簽名後繳回流通櫃檯，將於隔月月費收取。

If it is a compensation price, Please to collect the compensation notice, and return it to the library after parents check and confirm their signature. It will be charged to the monthly fee of the following month.

十、班級閱讀課請依排定課程時間到館，遵守圖書館各項規則。

Please arrive at the library according to the scheduled class time and abide by all library rules.

十一、如因特別需要，本館有權隨時收回借出之圖書資料。

The library reserves the right to recall borrowed materials at any time.

十二、凡學生畢業、退學或休學，教職員離職、出國進修或停聘者，其所借資料，應於離校前悉數歸還。

When students graduate, drop out or take a leave of absence, or when staff resign, or cease employment, the borrowed materials should be return before leaving school.

十三、寒暑假開放時間與借閱期限另訂。

The opening hours and borrowing periods for winter and summer vacations will be set separately.

十四、 本辦法經校長核定後施行，修訂時亦同。

This regulation shall be implemented after approval by the principal, and the same applies to revisions.