

康橋國際學校圖書館
教職員圖書資料借閱規則

Library Regulations for Faculty of Kang Chiao International School

一、借書 Borrowing:

本館館藏採開架式管理，讀者可自行選取所需資料，再持借書證(即康橋教職員工服務證)，到圖書館借書櫃檯辦理外借手續。

The library books are open to all. Users have free access to books.

You must present a valid library card (your Employee Card) to borrow materials from the circulation desk of the Library.

*可外借圖書資料數量、借期和罰則 [Borrowing Rules and Regulations](#):

資料類型 Items	借閱數量 Loan Limit	借期(天) Loan Period (days)	續借(次) Renewal (times)	逾期罰則 Overdue Punishment
一般圖書 Books (含過期期刊、視聽資料) Including non-current periodicals audio-visual materials	20 本	30 天	2 次	停借直到 歸還所有 逾期書籍 Borrowing privileges suspended until return all overdue books
教師用書 Teachers' Books (職員不可借) Teachers only Not available for staff members	20 本	一學期 one semester	1 次	
教科書 Textbooks (職員不可借) Teachers only Not available for staff members	30 本	一學期 one semester	1 次	
班級共讀書 Class Reading Books (職員不可借) Not available for staff members	150 本	一學期 one semester	0 次	
其他資料 Others	限圖書館內閱讀使用 Restricted to library use only			

二、還書 Returning:

請親自或委託他人到圖書館還書櫃台歸還。

Please return the materials in person to the circulation desk on or before the due date .

三、續借 Renewal:

讀者外借之圖書借期滿，若無其他讀者預約，且圖書尚未逾期，可於資料到期前 3 天來電、e-mail 或自行上圖書館網頁辦理續借手續。

You can renew borrowed material prior to the due date by the online renewal system, by phone, or by email to the circulation service desk.

四、預約 Reservations:

(一) 讀者欲借之圖書資料若已被借出，可來電、e-mail 或自行上圖書館網頁辦理預約手續。預約書到館後，圖書館會 e-mail 「預約書到館通知單」給您。

(二) 預約書保留期限只有 3 天，請在收到通知單後 3 天內到圖書館櫃台取書，逾期未來取書，視同棄權。

(1) If you would like to borrow material that has already been checked out, you can place a hold on it. The library will send a notification to the user who must return the material to the library.

(2) Reservations will be retained for only 3 days.

The reader must get the books from the circulation desk within 3 days after receiving the notice from the Library. Otherwise it will be returned to circulation.

註:學校圖書館網頁 Library Web Page(Kang Chiao Bilingual School, HS):

<http://hc-hylib.kcbs.hc.edu.tw/webpac/webpacIndex.jsp>

登入帳號:員工編號 密碼:個人身分證字號(居留證號)-開頭字母請大寫

Login ID: your Staff number (letters in capitals)

Password: your ID or ARC number(letters in capitals)

五、逾期 Overdue:

圖書館會在資料逾期隔天 e-mail 「逾期通知單」給您，讀者收到通知單後請盡速還書，以免影響其他讀者的權益。

After the item is overdue, the next day you will receive an overdue notice by email form the library. Please return the overdue item right away in order to avoid affecting the rights of other readers.

六、資料毀損及遺失賠償 Replacement for Lost / Damaged Materials:

(一) 讀者遺失或毀損圖書必須買相同的一本書還給圖書館；或者按原書時價賠償。

(二) 圖書遺失後，選擇賠償相關費用者，若日後於館內尋回圖書，則可申請遺失賠償退費；若採以購買原書者，則圖書館將歸還賠償之圖書。

(1) If borrowed material is lost, you must compensate the library with the same material or a newer edition of the material if it is available. Or you can compensate the Library for the same value of the material as recorded in the Library's database.

(2) Later if the book is found in the library the compensation will be returned to you; either the book you bought or the money you paid.

※說明：

擬於資料損壞及遺失賠償條例增修第六條如下，呈請 核示。

- (6) 圖書遺失後，選擇賠償相關費用者，若日後於館內尋回圖書，則可申請遺失賠償退費；若採以購買原書者，則圖書館將歸還賠償之圖書。

Later if the book is found in the library the compensation will be returned to you; either the book you bought or the money you paid.

承辦人：

圖書組長：

教務主任：

校長：