

康橋國際學校圖書館 學生圖書閱覽與借閱規則

Kang Chiao International School

Library Regulations for Students

一、到圖書館的約定: Precautions/ Notice for Personal Use of the Library

(一)個人

1. 歡迎學生早上 8:30~下午 17:00 下課時間自由到圖書館內閱讀或帶借書證來借書。

Children are welcome to read or borrow books with a library card during recess(AM8:00~PM17:00).

2. 請學生在進入圖書館前仔細閱讀圖書館公約，並確實遵守。

Before entering the library, children must carefully read the library regulations and abide by them.

3. 學生在查資料或利用圖書館時有任何問題，歡迎隨時找圖書館老師協助。

If you have any questions about library procedures, please feel free to ask the librarian for assistance.

4. 離開圖書館時請記得整理桌面、把椅子放好，並把書及書插放回原處。

Before you leave the library, please remember to organize your desktop and put your chair back. Please put books and the place-holders back in place.

5. 學生若沒有老師陪伴，在上課或午休時來圖書館，一定要出示老師簽名的「圖書館通行證」，才可以進館使用。

Students who wish to use the library during class and/ or lunch breaks and who are not accompanied by a teacher, should present a "Library Pass" with your teacher's signature before coming to the library.

(二)班級或社團: Class or clubs using the Library:

1. 全班同學須共同遵守圖書館的各項規則。

All students must agree to abide by the rules of the library.

2. 同學們可以善用書插幫助你記住書原來的位置；學生閱讀完畢，請將書放回原處，並取回書插，在離開圖書館前歸還至櫃台。

If you are unfamiliar with the way the library files are arranged, you can use the place-holder to help you remember the original location of the book. When you finish reading, please put the book back in place, and retrieve the place-holder.

3. 老師須督導全班同學安靜閱讀，不要影響到圖書館內其他學生。若班上學生連續違規，圖書館只好暫停該班使用權一週，請老師和學生配合。

The instructor is responsible for class conduct and to ensure that other children in the library are not bothered. If any class has children with numerous transgressions, the library will suspend that class' library privileges for a week.

二、資料借還規定 Borrowing and Returning:

◆借書證(學生證) Library card (Student Card)

- (1)每位學生都有自己專屬的學生證，學生到圖書館借書一定要記得帶著自己的學生證，否則無法借書。

Each child has his or her own student ID card. Children going to the library must remember to bring their student ID card, or they cannot borrow books.

- (2)無論是用別人的學生證借書，或用自己的學生證幫別人借書，都是違反規定的，兩個人都會被處罰停止借書權利 30 天。

Using someone else's student card to borrow books or using your own student card to help others borrow books are violations of library regulations. Transgressors will lose the right to borrow books for 30 days.

- (3)若學生在未收到學生證前遺失臨時圖書證，需繳交 100 元工本費申請補發。

◆借書 Returning

- (1)圖書館老師會在你借的書內到期單上蓋到期日，提醒你應該還書的日期。

The librarian will note the due date in the book you borrowed, reminding you of the date you should return the book.

- (2)可外借資料數量、借期和罰則: Number of loanable materials, loan terms and penalties:

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 (暫停借書權利) Overdue penalty (Suspend the right to borrow books)
中英文圖書 (含過期期刊) Chinese and English books Including non-current periodicals	4 本 (含 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	逾期 1 天停借 1 天， 逾期 2 天停借 2 天， 以此類推... Overdue for 1 day suspended for 1 day

◆還書 Returning

學生須親自到圖書館櫃檯還書。

Please return the books to the library in person.

◆續借 Renewing

學生借出的圖書如果到期了還沒有看完，可以在圖書**到期前 3 天**帶**學生證**（不必帶書來）到圖書館續借，每次可再續借 14 天；或**上圖書館網頁自己續借**。但是，如果你借的書已經有人預約，你就必須按時歸還，不能續借。辦理完續借手續後，請記得在到期單上註明新的到期日，提醒自己準時還書。

If you have not finished your book, you can bring it to the library 3 days before the expiration date. You can renew the book for another 14 days, or you can renew the books yourself on the library website. However, if the book you borrowed has been reserved, you must return it on time and can't renew it. After completing the renewal process, please remember to note the new expiration date, and remind yourself to return the book on time.

◆預約 Reservation

如果你想借的書已經被別人借走，可以帶學生證來櫃檯辦理預約，或**上圖書館網頁自己預約**，每次**最多可以預約 3 本**。學生預約的書被歸還時，圖書館會發「**預約書可借通知單**」給你，學生收到通知單後，請帶借書證和通知單到圖書館借書櫃台取書，圖書館只幫你保留 3 天，3 天內未取，視同放棄。

If you want to borrow a book that has been borrowed by others, you can take your student card to the counter to reserve the book, or you can make a reservation on the library page. You can reserve up to 3 books. When the book is returned, the library will send you an "appointment notice". After you receive the notice, please bring your library card and the notice to the library counter to claim the book. The library will only keep the books for 3 days for you. If you do not take these books within 3 days, your reservation will lapse.

◆逾期 Overdue

學生借書後，應該隨時留心書上到期單蓋的到期日，提前或準時續借或還書。

You should always pay attention to the expiration date of the book. You must renew or return the book in advance or on time or you will be fined.

(1)逾期通知: Overdue Notice

第 1 次:每 2 星期 E-mail 全校【學生逾期清單】給導師。

The first time: The library will E-mail the "students overdue book list" to the homeroom teacher every two weeks.

第 2 次:逾期 30 天以上者，發【長期逾期通知單】給家長。

The third time: The library will send the "long-term late notice" to the parents for 30 or more days overdue.

(2)逾期停權: Overdue Suspension

學生所借圖書逾期未還 1 天，每本書將被處罰暫時停止借書權利 1 天；逾期 2 天停借 2 天；以此類推。

If you have borrowed books that have been overdue for 1 day, your borrowing privileges will be suspended for 1 day; if you're overdue 2 days, you will be suspended for 2 days; and so on.

*註:圖書館網頁 Library Web Page:

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

登入帳號:學號 登入密碼:個人身分證字號(開頭字母需大寫)

Login ID: your student number

Password: your ID number

◆資料損壞及遺失賠償 Replacement for Lost / Damaged Materials

- (1)學生借書如果不小心撕壞、弄髒或遺失，應該先誠實告訴圖書館老師，以免影響自己和別人的借書權利。

If you accidentally tear, damage, or lose a book, you must inform the librarian first, so you can avoid affecting your own and others' right to borrow books.

- (2)如果你一直不向圖書館報告，電腦會一直記錄和累計你逾期停止借書的天數，到最後你不但要賠書，還會被罰很長一段時間不能借書。

If you do not report to the library, the computer will continue recording and accumulating the number of days that you have been suspended for being overdue. In the end you will not only have to pay for the books, but you will also be punished by not being able to borrow books for a long time.

- (3)學生圖書逾期 30 天以上未還；圖書館會發送【圖書長期逾期通知單回條】請老師提醒學生帶通知單回家，請家長協尋，並請家長勾選賠償方式。

If your book is overdue for more than 30 days, the library will send you a copy of "the long-term overdue notification form" and ask the teacher to remind you to take this notice home. At this time your parents must assist you in finding the books, and the library will ask your parents to compensate the library for the value of the book.

- (4)圖書逾期 30 天以上不還；或申報遺失 60 天內沒有賠償，學生將被罰無限期停止借書權利，直到處理完所有違規事件為止。

If your book is overdue for more than 30 days or declared lost for 60 days without providing compensation, you will lose the right to borrow books until all transgressions have been resolved.

- (5)遺失圖書館的書請買相同的書還給圖書館；或賠原書的訂價，外加處理費及運費新台幣 100 元賠償。

If you lose a book, please buy the same book and give it to the library or compensate the library at the original price of this book. You will also need to pay an additional processing fee and NT \$ 100 for shipping.

※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：