

# 大仁科技大學

## 圖書館閱覽規則

94.12.20 圖書諮詢委員會修訂

- 一、 凡本校教職員工及學生（以下簡稱讀者），在本館開放時間均可入館閱覽。
- 二、 閱覽時間，除正常上班時間外，由圖書館另行公佈之。
- 三、 閱覽人應衣履整齊，保持肅靜，並維護清潔，不得攜帶任何飲料、食物進入、亦不得在館內吸菸。
- 四、 除本館人員因工作需要外，任何人不得攜帶皮包、紙袋等進本館。私人書刊可攜帶入內，離館時應主動提請核對。
- 五、 閱覽人不得預佔座位，離館時將一切私人物品攜出如有遺失，本館概不負責。
- 六、 閱覽人入館時，請將行動電話等通訊設備改靜音，請勿造成其他讀者干擾。
- 七、 圖書資料不得割頁、塗寫或損毀，閱畢置回原處。
- 八、 損壞本館器材設備者，應於二週內負責修復；不能修復時，應購置同型同功能之新設備抵償。
- 九、 置物櫃係供讀者放置不便攜入館內之非貴重物品，本館不負保管責任。讀者於出館時應即取回所放置之物品，否則由本館於每日閉館時逕予清除且處分之。
- 十、 本規則如有未盡事宜，得隨時修正並公佈通告讀者週知。
- 十一、 本規則經圖書諮詢委員會會議通過後公布實施，修正時亦同。

# Tajen University

## General rules

*Passed by administrative meeting on December 20, 2005*

1. The collections in the Tajen University Library are for the use of all faculty, staff, and students(hereafter reffered as "Readers") of the Tajen University.
2. Opening hours are same as the working hours except for the special opening hours which will be announced by Library.
3. Readers should be properly attired and remain silent in the Library.
4. Readers must at all times observe good conduct and appropriate behaviour.
5. Smoking, eating, drinking are STRICTLY PROHIBITED inside the Library.
6. Bags are not allowed into the Library. Personal books are allowed.
7. Seats cannot be reserved.
8. Valuable items should not be left in the lockers provided, The Library will not be held responsible for any misplaced / missing / damaged items belonging to readers. Readers are reminded not to left belonging after leaving the Library.
9. Electronic devices should be turned to silent mode inside the Library to avoid disturbance to other readers.
10. Readers are reminded to return books/materials to original bookshelves.
11. Books/materials should not be scribbled or damaged by readers.
12. In the event of Library device/item being damaged, readers are giving 2 weeks grace to recover the certain device/item. Same device/item should be bought by the readers in order to replace.
13. Library visitors are subject to all Library regulations.
14. The library shall have the discretion to add or amend Library rules and regulations, as and when necessary. Changes will be announced.
15. These Library Policies are implemented after being passed by the administrative meeting of the University. The same will apply in the case of amendments and revisions.