

大仁科技大學  
視聽資料使用要點  
Usage of Audio-visual materials

94.12.20 圖書諮詢委員會修訂

*Passed by administrative meeting on December 20, 2005*

- 一、凡大仁科技大學圖書館之讀者，均可於本視聽中心內使用視聽資料。

All collections (including audio-visual materials) in the Tajen University Library are for the exclusive use of faculty, staff, and students of Tajen University (hereafter referred to as "Readers").

- 二、本中心開架陳列之視聽軟體讀者可自行取出，憑圖書館閱覽證至櫃檯辦理借用手續(使用登記)，用後歸還櫃檯人員，並需經櫃檯人員確認所歸還之軟體未受損壞，才算完成歸還手續。

Audio-visual materials can be borrowed by readers to use inside the Library. Readers must present their valid University ID to the circulation desk. When returning the materials, the circulation desk will confirm that the materials are not damaged, in order to complete the Return Materials Procedure.

- 三、視聽軟體借用時間以 120 分鐘為限，借用時間到，若無人預約可再續借 60 分鐘。

Audio-visual materials may be borrowed for a period of up to 120 minutes. Renewal is permitted for an additional 60 minutes, as long as the materials have not been previously reserved.

- 四、本中心之各項視聽資料限於館內使用，不得外借。惟教職員工及兼任教師因教學及研究需要，可於本中心櫃檯辦理外借手續，借期以七日為限，不得續借。新片，一個月內不外借。

Students are not permitted to remove the Audio-visual materials from the Library. Only staff and teachers are permitted to borrow the material for use outside the Library. Even so, the materials can only be borrowed for 7 days and renewals are not permitted. Newly arrived materials cannot be removed from the Library, by anyone, for the first month.

- 五、遺失或損壞賠償：所借用之視聽資料如有遺失或損壞，借用者應自行購買相同版權之相同資料作為賠償，若有新版，得以新版取代。無法賠償原資料者，則賠償同性質之最新版本，並需符合以下原則：(1) 館藏單位未收藏者；(2) 為公開播映版；(3) 價格不能低於原購資料之價格。

Borrowers are responsible for the replacement of any lost or damaged materials. The following rules apply:

1. If there are newer editions, then replacement must be done with the newer edition.
2. If readers aren't able to replace the original materials, the readers must replace the materials with the latest edition of similar materials. The following rules apply:
  - (1) The materials are not already part of the library's collection.
  - (2) The materials must be public editions.
  - (3) The new materials must be of the same value as the original materials.

六、已借出之視聽資料，讀者可自行上網預約。

Materials can be reserved via the Internet. Readers can check online to ensure that the materials are available.

七、本要點經圖書諮詢委員會會議通過後公布實施，修正時亦同。

Library visitors are subject to all Library regulations.

The library shall have the discretion to add or amend Library rules and regulations, when deemed necessary. Changes will be announced.

These Library Policies are implemented after being passed by the administrative committee of the University. The same will apply in the case of amendments and revisions.