

大仁科技大學  
圖書館教師指定用書借閱要點  
Assigned reference books loan policy

94.12.20 圖書諮詢委員會修訂

Passed by administrative meeting on December 20, 2005

- 一、凡教師視其教學需要，指定學生閱讀之圖書資料皆稱之為教師指定用書。教師指定用書之範圍包括教師指定若干館內藏書或其個人圖書。

‘Assigned Reference Books’ is defined as the books/materials designated by teachers for the students to use in their academic needs. Assigned reference books can be any materials in the Library’s collection or faculty’s personal collection.

- 二、圖書館根據教師開列之指定用書書單，將圖書資料存放專櫃並製目錄以供檢索利用。

Library will allocate the books/materials to the designated area according the booklist registered by teachers. The materials will be listed and catalogued for access.

- 三、指定圖書限由本人憑學生證至流通服務櫃台辦理借閱手續。

Students are required to present their valid University ID to the circulation counter in order to borrow ‘Assigned Reference Books’.

- 四、借閱時間以二小時為限，並限在館內使用，不得借出；借期滿後，若無人預約時得續借乙次。

‘Assigned Reference Books’ must remain in the Library. They can be borrowed for 2 hours. Renewal is allowed if no other reservation has been made for the materials.

- 五、指定圖書通知將於每學期開學前二週通知各系科教師，學期中教師可依授課需求至流通櫃台辦理。

The Library will notify teachers regarding registration of the ‘Assigned Reference Books’ ,2 weeks prior to semester commencement. Registration can be made during the semester.

- 六、教師指定圖書應於每學期重新指定，經通知逾二星期而未申請為指定用書者，圖書館將有權處理該指定用書。

'Assigned Reference Books' must be re-registered every semester.

The Library has the authority to reassign the reference books after 2 weeks if the materials have not been registered.

七、其他相關規定比照「圖書館借書規則」辦理。

For other rules and regulations, please refer to the Library's Loan Policy.

八、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 meeting of the University. The same will apply in the case of amendments and revisions.