

# 大仁科技大學

## 圖書館圖書期刊及視聽資料推薦服務要點

### Library Recommendation Service

94.12.20 圖書諮詢委員會修訂

*Passed by administrative meeting on December 20, 2005*

- 一、 為提供全校教職員生，書刊資料推薦之管道，使採購之資料，更能符合師生教學、研究之需要。

Our purpose is to ensure that the purchase of magazines, books, periodicals and similar material meet the research and educational requirements of the faculty and students.

- 二、 推薦對象限本校教職員工生。

Only faculty, staff, and students can make recommendations.

- 三、 本要點所稱圖書係指頁數超過四十八頁，且類型不為測驗、問卷及小冊子等之圖書。

The above materials are defined in that they must contain at least 48 pages. Material such as tests, surveys, flyers and such do not qualify as Recommended Materials.

- 四、 本要點所稱期刊係以長期(乙年以上)訂閱者為限。

Magazines are described as magazines with long-term subscriptions, eg. a minimum 2-year subscription.

- 五、 本要點所稱視聽資料包括錄影帶、多媒體光碟片(Video CD)、光碟資料庫(CD-ROM)、雷射唱片(CD)、錄音帶等。

Audio-video materials include: videos/movies, tape recordings, video CDs, CD-ROMs, CDs, and DVDs.

- 六、 所推薦之書刊資料如屬本校各系科之專業領域，圖書館將移請各相關系科教學研討會彙整提出申購，一般書刊資料則由圖書館統一申購。

Regular books, magazines, and similar material will be purchased by the Library.

In the event that new materials, which are deemed relevant to the schools academic program, are recommended, the Library will forward the application to the relevant department for examination and approval.

七、 推薦方式:

- (一)、請至圖書館流通櫃台拿取書刊推薦單填具資料。
- (二)、進入圖書館的網頁-圖書期刊及視聽資料推薦表格填寫資料。

Recommendation method:

1. Application forms for Materials Recommendation can be obtained in the Library' s Circulation Center.
2. Recommendations can also be made online: Library Webpage URL (URL: <http://al4.tajen.edu.tw/bin/>)

八、 基本要求:

- (一)、符合本館館藏政策。
- (二)、本校經費許可。
- (三)、非複本(各項資料薦購前請先利用圖書館公用目錄查核複本)。
- (四)、內容正當，具參考價值。唯本館已有同性質之書刊，得不予訂閱。
- (五)、推薦資料應註明著者、書刊名、出版社、版次、出版年、代理商、ISBN 或 ISSN 等資料，以利進行採購事宜。

Basic requirements:

1. It conforms to Tajen' s Library materials policy.
2. Library has the necessary funds.
3. It is not already in our collection. (Students are advised to check the Library inventory by using the Library catalogue before applying for material.)
4. It has a positive content with reference value. Same types of magazines will not be duplicated.
5. Author, title, publisher, edition, publication date, agent and ISBN or ISSN are required.

九、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, as and when 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.