

# 國立臺北大學圖書館閱覽規則

## National Taipei University Library Circulation Regulations

91年11月13日圖書諮詢委員會會議通過  
Passed in the meeting of the Library Advisory Committee on November 13, 2002  
99年11月22日圖書館委員會會議通過  
Passed in the meeting of the Library Committee on November 22, 2010  
102年05月14日圖書館委員會會議通過  
Passed in the meeting of the Library Committee on May 14, 2013  
105年11月08日圖書館委員會會議通過  
Passed in the meeting of the Library Committee on November 8, 2016

第一條 國立臺北大學圖書館(以下簡稱本館)為保障入館讀者公平利用本館資源設備，並維護研究環境之寧靜與整潔及閱覽秩序之維持，特訂定國立臺北大學圖書館閱覽規則(以下簡稱本規則)。

National Taipei University Library (hereinafter referred to as the “Library”) established the Library Circulation Regulations (hereinafter referred to as the “Regulations”) to ensure fair access to the Library's resources and facilities, maintain a quiet and clean research environment, and keep order in the library.

第二條 讀者應依本館公告開放時間，持下列有效本人證件入館閱覽：

Readers shall enter the Library with the following valid ID cards during opening hours:

- 一、本校核發之教職員工生證、校友證；  
Faculty, staff, student, and alumni ID cards issued by the University.
- 二、本館核發之借書證(含退休教職員工借書證，或館際合作證等)；  
Library card (including retired faculty and staff or inter-library cooperation) issued by the Library.
- 三、校外人士(年滿十八歲者)憑中華民國核發之身分證、駕照、健保卡(非本國籍校外人士憑居留證或護照)換取臨時閱覽證入館；  
Visitors (ages 18 and above) shall exchange National ID card, driver's license, or National Health Insurance card (foreign visitor must use alien resident certificate or passport) for a temporary library card to enter the Library.
- 四、未滿十八歲之校外人士需向本館申請並經同意者(如導覽、學生志工、特殊活動等)始可入館。  
Visitors (under 18) must submit an application to the Library and gain approval (such as a tour, student volunteer, or special event) to enter the Library.

第三條 持臨時閱覽證入館之讀者須同意本館以「訪客管理系統」建檔管理並受每日入館限額限制。離館當日需繳回臨時閱覽證，逾期未繳回者，處以一日新台幣十元之滯還金，按日累計；該證折損或遺失者，須另繳交工本費新台幣二百元。

Visitors using a temporary library card must agree to let the Library create a file on the “Visitor Management System” for management, and be subjected to daily access limits. Visitors must return the temporary library card when they leave the library. If the temporary library card is not returned, the Library will start charging fines for each overdue day (NT\$10/per day). If the temporary library card is damaged or lost, the visitor will be charged NT\$200.

第四條 讀者入館使用館藏資源、設備及空間，應遵守各項規則並共同維護閱覽環境品質，如有違反相關規定或影響其他讀者之行為，本館有權暫停其使用圖書館之權利，屢次規勸不聽者，為保障師生權益，圖書館得拒絕其進入，情節重大者，另依校規或相關法令處理之。

Visitors who use the Library's resources, equipment, and spaces shall comply with the relevant rules and maintain the quality of the Library's environment.

If violating regulations or affecting other readers, the visitor will be suspended the right to use the library. If continuing to violate, the visitor will be rejected to enter the library. Furthermore, in some severe situation, the visitor will be handled in accordance with the University's regulations or related laws and regulations.

第五條 讀者不得預佔座位及有影響他人閱讀之行為；離館時應將個人物品攜走，未攜走之物品，本館不負保管責任。

Visitors may not occupy seats in advance or affect other readers. When leaving the library, visitors need to take away their belongings. The Library will not be responsible for the safekeeping of any objects left behind.

第六條 讀者應衣著整齊入館，並嚴禁於館內吸煙及攜帶飲料、食物、寵物入館。

Visitors should be neatly dressed when entering the Library. Smoking, drinks, food, and pets are strictly prohibited in the Library.

第七條 本規則經圖書館委員會審議通過後實施，修正時亦同。

These Regulations shall be implemented after being passed at the meeting of the Library Committee. The same applies to all subsequent amendments.