

國立臺北大學圖書館電子書閱讀器借用管理要點

National Taipei University Library Guidelines for Borrowing and Managing E-Reader

中華民國 101 年 6 月 13 日圖書館館務會議通過

Passed in the library affairs meeting on June 13, 2012

中華民國 101 年 8 月 15 日圖書館館務會議修正通過

Amendment passed in the library affairs meeting on August 15, 2012

- 一、國立臺北大學圖書館（以下簡稱本館）為了推廣數位閱讀及行動學習，並使本館電子資源能充份利用，將提供讀者電子書閱讀器借用，為了有效管理相關設備，特訂定「國立臺北大學圖書館電子書閱讀器借用管理要點」（以下簡稱本要點）。

National Taipei University Library (hereinafter referred to as the “Library”) established the Library Guidelines for Borrowing and Managing E-Readers (hereinafter referred to as these “Guidelines”) to provide E-Reader for readers to borrow and effectively manage related equipment, in order to promote digital reading and mobile learning, and allow the Library's electronic resources to be fully utilized.

- 二、借用對象：本校編制內教職員工生。

The service object: Staff in the establishment, and students

- 三、借用期限：

Borrowing period:

- (一) 每次借期 7 日，可預約、不能續借。

Each loan period is 7 days, can be reserved, and can be renewed once

- (二) 每一位讀者在同一時間限借用一臺。

Only borrow one E-Reader in the same time.

- 四、借還程序：

Borrow and return procedures:

- (一)、讀者應持教職員工生證親自至圖書館『三峽校區』或『博雅書房(原臺北閱覽室)』流通櫃檯辦理借用，歸還時亦同。

Readers must bring their teacher, staff, or student ID card to the Library in the **Sanxia Campus** or **Taipei Study Room**, and borrow or return the E-Reader at the circulation desk.

- (二)、讀者於借用設備時，應當場確認設備及配件是否正常及齊全，如有問題應立即反應，一旦攜離櫃檯後，衍生之毀損問題，由讀者自行負責。

When readers are borrowing equipment, they must verify that the device and accessories are complete and functioning normally on the spot, and reflect the any issues immediately. The reader will be responsible for any issues with damages after taking the E-Reader away from the circulation desk.

- (三)、設備歸還時，本館會同讀者檢視相關設備及配件狀況，並確認設備完整性，始完成歸還手續。歸還後設備內仍有私人檔案者，本館得不經詢問，逕行刪除。

When returning the equipment, the Library will inspect the condition of the device and accessories with the reader, and verify the completeness of the device to complete return procedures.

If there are private files still on the device after it is returned, the Library may directly delete the files without asking the reader.

- (四)、電子書閱讀器不得投還書箱歸還，若有損壞依本要點第七點規定賠償。

E-readers cannot be returned in the book-return box, and shall compensate the Library for any damages in accordance with Article 7 of these Guidelines.

五、保管與使用：

Keeping and use:

- (一)、讀者於借用期間應善盡保管之責，避免閱讀器受到污損，並應遠離易使設備損壞之環境。

Readers shall be responsible for safe keeping during the borrow period, avoiding staining or damaging the E-Reader, and should be kept away from environments that can easily cause it to be damaged.

- (二)、讀者不可拆卸設備（含配件）機體及破解該設備之軟體等，亦不得變更系統原始設定。

Readers cannot take the device (including accessories) apart or crack the software, nor can change the system's default settings.

- 六、逾期歸還：讀者應於借用期限內歸還(無寬限期)，逾期未歸還者，即停止其借閱權利，並課以每逾一日新臺幣 100 元之滯還金。若逾期一個月以上仍未歸還者，得視同設備遺失，並依本要點第七點規定賠償。

Overdue:

Readers must return the device within the borrow period (no grace period), and their right to borrow will be immediately suspended if they return the device late. NT\$100 fine for one day overdue.

If the device is overdue for more than one month, the device will be deemed to have been lost and the reader will be required to compensate the Library in accordance with Article 7 of these Guidelines.

七、損壞、遺失處理與賠償：

Damages or loss and compensation:

- (一)、讀者使用設備發生故障時，應主動通知本館並將設備歸還。若有下列情況時，需照價賠償(由本館統一報修、採購)：

When the device malfunctions during use, the reader shall immediately notify the Library and return the device.

The reader must compensate the Library according to the cost (repair and purchase carried out by the Library) in the event of any one of the following situations:

- 1.設備硬體於借用期間不慎損壞、污毀需送廠維修時之維修費用。

The cost of repair when the device is damaged during the borrow period and must be sent to the manufacturer for repair.

- 2.相關配件有遺失或損壞者。

When accessories are damaged or lost.

- (二)、設備若遺失或損壞程度無法修復時，讀者需購置同廠牌規格功能不低於原借用設備之新品賠償。

When the device is lost or damaged beyond repair, the reader must purchase a new device of the same brand and specifications and functions not inferior to the original device that was borrowed.

八、其他注意事項：

Other important notes:

- (一)、遇有特殊情形，本館有權通知讀者提前歸還借用之設備，讀者不得異議，並需配合辦理，如未依規定期限歸還，依本要點第六點逾期方式處理。

In the event of special circumstances, the Library can notify readers to return the device in advance, and readers shall have no objection and comply with the notice.

If the device is not returned according to the notice, it will be deemed overdue in accordance with Article 6 of these Guidelines.

- (二)、請尊重智慧財產權，使用電子書閱讀器應遵守著作權保護及各種法令規定：若因借用人之故意或過失導致觸犯法規者，應自行承擔法律責任。

Please respect intellectual property rights and comply with copyright protection and related laws and regulations when using E-Reader: In the event the borrower negligently or intentionally violates the law, the borrower shall bear all liabilities.

- (三)、本要點未盡事宜，得依相關法令規定辦理。

Any matters not addressed in these Guidelines shall be handled in accordance with relevant regulations.

九、本要點經圖書館館務會議通過後實施，修正時亦同。

These Guidelines shall be implemented after being approved at a library affairs meeting. The same shall apply to all subsequent amendments.