

# 國立臺北大學圖書館校外人士服務要點

## National Taipei University Library Guidelines for External Visitors

102 年 12 月 25 日圖書館館務會議通過

Passed in the meeting of the Library Committee on December 25, 2013

103 年 4 月 25 日圖書館館務會議通過

Passed in the meeting of the Library Committee on April 25, 2014

104 年 9 月 23 日圖書館館務會議通過

Passed in the meeting of the Library Committee on September 23, 2015

105 年 5 月 12 日圖書館館務會議通過

Passed in the meeting of the Library Committee on May 12, 2016

111 年 12 月 21 日圖書館館務會議通過

Passed in the meeting of the Library Committee on December 21, 2022

- 一、國立臺北大學圖書館(以下簡稱本館)為保障本校教職員工生使用圖書館之權益，並服務校外人士入館利用圖書資源，特訂定「國立臺北大學圖書館校外人士服務要點」，以下簡稱本要點。

The National Taipei University Library (hereinafter referred to as the “Library”) has established the Guidelines for External Visitors of the National Taipei University Library (hereinafter referred to as the “Guidelines”) to safeguard the rights of faculty, staff, and students in using library services, and to facilitate access to library resources for external visitors.

- 二、凡年滿十八歲或經專案申請之校外人士可憑本人附照片之中華民國身份證、駕照、健保卡(外籍人士憑護照或居留證)，於服務台換取臨時閱覽證入館。未攜帶上述證件，本館得拒絕其入館。

External visitors aged 18 or above, or those with special approval, may enter the Library by exchanging a valid photo ID such as a National ID card, driver’s license, or National Health Insurance card for a temporary library card at the service counter. Foreign nationals must provide a passport or residence permit for the same purpose. Entry may be denied without valid identification.

- 三、本館閱覽席位有限，採同一時段校外人士進館人數限制，超過一定人數，必須等待已入館者出館後，始得入館。事先申請徵得本館同意之團體不在此限。

Due to limited seating, the number of external visitors allowed in the Library at any given time is subject to restrictions. Once the capacity is reached, additional visitors must wait until others have exited. This limitation does not apply to groups with prior approval from the Library.

- 四、團體參觀應事先申請，於約定之時間入館參觀。

Group visits must be arranged in advance and conducted at the scheduled time.

- 五、本館館藏資料，歡迎校外人士閱覽及使用，惟不得外借。

External visitors are welcome to browse and use the Library's collections, but items may not be checked out.

六、校外人士可使用開架館藏、公播版視聽資料以及一樓資訊檢索區。

External visitors may use open-shelf collections, public performance licensed audiovisual materials, and the first-floor information retrieval area.

七、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。離館時需繳回臨時閱覽證，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。逾期未換回之各種身分證件，本館不負保管之責。臨時閱覽證限換證本人當次使用，不得冒用、轉借、交換或複製，否則停止入館權六個月。

Visitors using a temporary library card must agree to allow the Library to create a record in the "Visitor Management System" for management purposes and are subject to daily access limits. Visitors must return the temporary library card when leaving the library. If the temporary library card is not returned, the Library will impose a fine of NT\$10 per day for each overdue day. If the temporary library card is damaged or lost, the visitor will be charged NT\$200. The Library is not responsible for the safekeeping of any ID that is not reclaimed before closing time. Temporary library cards are non-transferable and may only be used by the applicant for the current visit. Impersonation, lending, exchanging, or copying the card is prohibited and will result in a six-month suspension of Library access.

八、校外人士入館參觀、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，停止其入館權一個月。經本館認定之重大違規情事者，為保障師生權益，本館有權拒絕其入館。

External visitors must comply with all rules and regulations while using Library resources, equipment, and spaces, and contribute to maintaining a quiet and respectful environment. Violations or disruptive behavior will result in a one-month suspension of access. In cases of serious misconduct, the Library reserves the right to permanently deny entry to protect the rights of the University's faculty and students.

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 take effect after approval by the Library Affairs Committee. Amendments shall follow the same procedure.