**高雄醫學大學圖書館讀者違規處理辦法**

**Kaohsiung Medical University**

**Regulations for Handling Violations by Library Readers**

95.11.10 九十五學年度圖書館委員第1次會議通過

November 10, 2006 Passed by the 1st Library Committee Meeting of the Academic Year 2006

95.12.05 九十五學年度第三次法規會通過

December 5, 2006 Passed by the 3rd Regulation Meeting of the Academic Year 2006

95.12.18 九十五學年度第二次校務暨第五次行政聯席會議通過

December 18, 2006 Passed by the 2nd University Council Meeting and the 5th Joint Administrative Meeting of the Academic Year 2006

95.12.21 高醫校一法字第0950007965號函公布

December 21, 2006 Promulgated via the KMU official letter Hsiao Fa E Tzu No. 0950007965

102.09.12 102學年度第1次行政會議審議通過

September 12, 2013 Reviewed and passed by the 1st Administrative Meeting of the Academic Year 2013

102.10.16 高醫圖資字1021103180號函公布

October 16, 2013 Promulgated via the KMU official letter Tu Tzu Tzu No. 1021103180

109.06.15 108學年度第3次圖書館委員會會議通過

June 15, 2020 Passed by the 3rd Library Committee Meeting of the Academic Year 2019

109.08.13 109學年度第1次行政會議通過

August 13, 2020 Passed by the 1st Administrative Meeting of the Academic Year 2020

109.09.07 高醫圖資字1091102849號函公布

September 7, 2020 Promulgated via the KMU official letter Tu Tzu Tzu No. 1091102849

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| 第1條  Article 1 | 本校圖書資訊處圖書館（以下簡稱本館）為保障讀者公平利用本館各項資源及設備，維護館內閱覽環境，依據本校圖書館閱覽規則第9條，訂定高雄醫學大學圖書館讀者違規處理辦法(以下簡稱本辦法)。  The Library of the Office of Library and Information Services (“the Library”) at Kaohsiung Medical University (KMU or “the University”) formulates the KMU Regulations for Handling Violations by Library Readers (“the Regulations”) in accordance with Article 9 of the KMU Library Reading Regulations to ensure fair access to the resources and equipment of the Library and maintain the reading environment in the Library. |
| 第2條  Article 2 | 讀者應持本人有效證件入館，不得使用他人證件或出借證件供他人入館。如經發現，本館得保留該證件並通知原持證人領回，或送回發證單位。違規雙方停止入館及借書權利一個月。  Readers shall use their own valid ID cards to access the Library and shall not use others’ ID cards or lend their own ID cards to others for Library access. If a violation is found, the Library will seize the ID cards and inform the original owners to retrieve them or send the ID cards back to the issuing units. Both the lenders and borrowers of the ID cards will have their rights to access the Library and borrow books suspended for 1 month. |
| 第3條  Article 3 | 讀者應遵守本館規定，違反以下事項經登記違規次數達二次(含)者，本校及附屬機構讀者停止入館與借書權利三個月；校外人士停止入館六個月。  Readers shall comply with the regulations of the Library. For an accumulation of 2 or more recorded violations of the following matters, readers from the University and its affiliated agencies will have their rights to access the Library and borrow books suspended for 3 months, while visitors will have these rights suspended for 6 months.   1. 擅入非開放空間。 2. Entering spaces designated for authorized personnel only. 3. 以個人物品預佔座位。 4. Occupying seating with personal belongings. 5. 閉館時間不當逗留館內。 6. Staying in the Library during closing hours without a legitimate reason. 7. 吸煙、喧嘩、飲食(輕食區除外)。 8. Smoking, making loud noises, and eating and drinking (except in the light refreshment area) in the Library. 9. 影響閱覽空間整潔及環境衛生行為。 10. Engaging in behaviors that affect the tidiness and hygiene of the reading space. 11. 服裝儀容不整或其他有礙觀瞻行為(如脫鞋、臥睡等)。 12. Dressing inappropriately or engaging in inappropriate behaviors (such as taking off shoes or lying down to sleep). 13. 帳號借予他人或冒用他人帳號使用電子資源。 14. Lending one’s own account to another person or using another person’s account to access electronic resources. 15. 使用本館設備且未遵守著作權法相關規定。 16. Violating regulations related to the Copyright Act when using the equipment in the Library. 17. 使用本館公用電腦連結色情網站、電腦遊戲或擅改電腦設定。 18. Visiting pornographic websites, playing computer games, or altering computer settings when using the public computers in the Library. 19. 未經借閱手續將本館館藏資料或設備攜出。 20. Taking Library materials or equipment out without completing the borrowing process. 21. 違規不聽勸阻且態度惡劣者。 22. Engaging in violations while disregarding dissuasion and displaying a poor attitude. |
| 第4條  Article 4 | 違反本辦法規定事項情節重大者，包含冒用證件、偷竊、猥褻、性騷擾或其他妨害風化行為、蓄意毀損公物及其他經本館認定重大違規行為，本校及附屬機構讀者移送本校相關單位處理，並停止入館與借書權利六個月；校外人士則通知駐校警衛隊處理，並永久停止入館。  For severe violations of the Regulations, including using others’ identification documents; stealing; engaging in obscenity, sexual harassment or behaviors that impair moral decency; vandalizing public property; and engaging in other violations deemed severe by the Library, readers from the University and its affiliated agencies will be referred to the relevant University units and will have their rights to access the Library and borrow books suspended for 6 months. Visitors will be referred to the campus security forces and will be permanently prohibited from accessing the Library. |
| 第5條  Article 5 | 本辦法經圖書館委員會、行政會議審議通過後，自公布日起實施，修正時亦同。  The Regulations shall be passed by the Library Committee Meeting and Administrative Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments. |