

# 基督書院圖書館對正道神學院圖書資料借閱辦法

## Regulations for Logos Evangelical Seminary in Taiwan (LESTW) to Use the Library Facilities of Christ's College

98. 6. 10 教務會議通過

Academic Affairs Meeting pass 6.10, 2009

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第一條 基督書院圖書館(以下簡稱本館)為提供正道神學院師生暨工作人員研究之需，開放本館圖書資料借閱，特訂定本辦法。

Rule 1: The following rules and regulations apply to faculty, staff and students of LESTW who wish to use the Christ's College library facilities.

第二條 非本院師生暨工作人員，得向本館辦理借書證。

Rule 2: Anyone who is not a Christ's College student or employee must apply for a library card in order to use the library.

第三條 辦理借書證，應攜帶學生證或相關證明、照片兩張、保證金新臺幣參仟元(繳回借書證時，保證金無息退還)、工本費新臺幣壹佰元及年費新臺幣壹仟元(上學期辦理壹仟元，下學期辦理伍佰元)，至本館辦理。

Rule 3: In order to apply for a library card, the applicant should bring a student ID card or another personal ID card, plus two personal photographs. The applicant must also pay a security deposit of \$3,000 NTD (which will be returned when the library card is returned and all fees have been paid). The cost of the library card is \$100 NTD with a further annual fee of \$1,000 NTD (\$1,000NTD for a whole year and \$500 if a student applies during the second semester).

第四條 借書總冊數以五冊為限，借期二週，期滿無人預約得續借一次；其他資源(如視聽資料等)限館內使用。

Rule 4: A library patron may borrow a maximum of 5 books at one time. Books may be borrowed for up to 2 weeks and may be renewed for another two weeks if no one has placed a reserve hold on the item. Video and other media items may only be used in the library.

第五條 借書證應妥為保存使用，如有遺失請向本館掛失，申請補發。(每次工本費新臺幣壹佰元)

Rule 5: You should keep your library card secure. If you lose your library card, report the loss immediately to the Christ's College library (there will be a \$100 NTD charge to replace a lost card.)

第六條 借書證不得轉借他人使用，如經發現，本館予以沒收，並停止其借書權利一年。

Rule 6: Patrons may not lend their library card to anyone else. If this rule is violated, the Christ's College library reserves the right to take away your library card and forbid the patron from borrowing books from the library for at least one year.

第七條 神學圖書館委員會之館際合作閱覽證係遠距離館對館的合作關係，不適用於兩校目前的合作模式。

Rule 7: The Interlibrary Loan Card of Taiwan Theological Library Association (TTLA) is set up to allow cooperation between libraries. This agreement between LESTW and Christ's College supersedes this cooperative agreement.

第八條 其餘未盡事宜，悉比照本館相關規定辦理。

**Rule 8: For further rules and regulations, please refer to the rules and regulations of the Christ's College library.**

第九條 本辦法經本校教務會議通過，報請 校長核定後實施，修正時亦同。

**Rule 9: Any revision to the following regulations must be approved by the appropriate Christ's College committee and agreed upon by the president of Christ's College.**