

輔仁大學圖書館語言中心學員及其他具借閱資格者讀者服務

Fu-Jen Catholic University Library

Reader Services for Language Center Students and Other Valid Patrons

壹、證件申請 Library Card Application

一、服務諮詢

Contact:

閱覽典藏組

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二、服務對象

Service Object:

語言中心學員及其他具借閱資格者。

Language center students and other valid patrons.

三、申請方式

Application:

1. 由服務對象之單位代為提出申請。各單位須提出集體申請名單，以 MS Excel 電子檔格式，Email 至公博樓圖書館流通櫃台集體辦理。辦理需時三個工作天。Group application in MS Excel format enclosed with students' name and ID is required by the FJU library. Students must apply through their departments. Each sector may directly email the application form to the circulation desk (030454@mail.fju.edu.tw) at Kungpo Library. Approximately 3 workdays will be needed for application processes.
2. 接下來國際學生證就可以當作圖書館閱覽證使用，讀者帳號也將會被開啟。When application process is accomplished, students may use their International Student ID cards to access libraries and borrow books. Their library accounts will also be created.

四、登入讀者帳號

Log in Library Account:

1. 讀者帳號為國際學生證正面上方的條碼號。
The user name is the International Student ID number.
2. 密碼預設為 0000，請在第一次使用時上網重新設定密碼。
The default password is 0000. Please log in the library account and have it reset.

- 讀者可以線上登入讀者帳號預約書籍、查詢借閱紀錄等各項服務。
Students may access their personal accounts to check account status, reserve books, look up check-out items, etc.

五、注意事項

Important Remarks:

- 憑國際學生證刷卡入館。
Please use International Student ID card to access FJU libraries.
- 嚴禁將證件借予他人使用
No ID card borrowing is allowed.
- 如有任何違規，將依輔仁大學圖書館閱覽借書規則處理。
Those who fail to abide FJU Library rule and regulation, the library use privilege will be suspended accordingly.

貳、借閱權限 Borrowing Privileges

圖書資料 Library Resources			
借書(冊) Loan Limit (Items)	借期(天) Loan Period (Days)	續借(次) Renewal (Times)	預約(冊) Reservation (Items)
10	14	1	10

參、電子資源服務 E-resources Service :

一、使用限制 Access Restriction :

因為合約及版權限制，電子資源僅限圖書館館內使用。

The access to electronic resources is limited to the use of computers located in the FJU library due to licensing and copyright restrictions.

二、請於參考諮詢櫃台索取臨時帳號密碼。

To use electronic resources, please obtain an account number and password at the reference desk.

三、使用電子資源時應遵守著作權法及相關電子資源使用規範：

Obligations for authorized users (in using electronic resources):

- 不得違法下載、拷貝受著作權法保護之著作。
Users must not illegally download or make copy for the licensed materials.
- 不得將受保護之著作上傳於公開之網站上。
Users must not distribute, disseminate or otherwise make the licensed materials open to the public website.
- 不得將帳號借予他人或冒用他人帳號使用電子資源。
Users' library accounts and passwords are not allowed to be used by others.