

# 創欣神學院圖書館使用規則

## (適用於 LA 學生)

### 一般注意事項：

1. 創欣學生之學生證可作為圖書證 (Library card) 使用(背面需貼有創欣圖書館條碼)。
2. 創欣圖書館讀者必須遵守圖書館一切規則。
3. 一般參考書 (reference books)、指定教科參考書 (course reserves)，和當期期刊 (current issue of periodicals) 恕不外借。
4. 書籍若有損壞或遺失，請自購賠書並付 \$10 手續費，若圖書館代購賠書，則付訂價款再加 \$20 手續費。
5. 借閱書籍若發現讀者有劃線、書寫、作記號等損傷書籍的情況，讀者將獲警告一次，被警告第三次的讀者，將停止借閱館藏一個月。
6. 未付清圖書館欠款或未歸還借閱書籍的學生，不能完成畢業手續。
7. 在圖書館內請保持安靜，也不可攜入食物或飲料 (瓶裝水除外)。若有個人物品遺失或損壞，圖書館一概不負責。
8. 目前圖書館開放時間為週一至週五，上午八時半至下午五時半。

### 借還書規則：

1. 借書手續使用 Koha 圖書館整合管理系統(ILS)。借閱者請先使用櫃台上之掃描器掃描圖書證上之讀者條碼 (patron's barcode)，接著掃描所借書籍的書背內頁中之 GETS 書籍條碼 (book barcode) 即可。
2. 借閱期為三週。接受電話、電郵、親自來館續借，或自行至圖書館網頁線上續借，無人預約的情況下，可續借達兩次。
3. 若借閱指定教科參考書，請遵照「隔夜/週末」(over-night/weekend policy) 使用規定，並登記借閱資料。隔夜或隔週末可於下午五時後借出，於下個圖書館開放日上午九時前歸還。逾時一日罰款 \$1，以此類推。每科一次僅限借閱一冊。
4. 若欲預約本館藏書，可來電、以電郵方式，或上圖書館網頁網上預約，館員可預先將書取出，便利借閱者於本館開放時間內到館即時領取。
5. 還書時請將書投入流通櫃台的「還書箱」內即可，切勿自行上架。非開放時間，可將書投擲入編目採訪室後門旁牆上的「還書口」(Book Return) 內。
6. 借書逾期者，Koha 系統將自動計算罰款，滯還金每日 25 ¢。罰款未清者，暫停借閱權益。
7. 借書數量限制：碩士班學生不得超過 15 冊；教牧博士和神碩以上學生不得超過 20 冊；旁聽生未還書籍則少於正規學生 5 冊，並限於修讀課程期間借閱。指定教科參考書正規註冊學生有優先預約及借閱權。

### 其他服務:

1. 館內備有複印機、打印機、掃描器，可供同學自行掃描文件、打印或複印，每張收

- 費 5 ¢。複印資料時，請遵守版權法之規定。
2. 館內提供電腦上網、資料庫查詢、研經軟體使用說明、報告寫作協助和指導，並提供研究小桌，歡迎圖書館開放時間到館閱覽自修。
  3. 在圖書館內請保持安靜，有需要討論時，請使用團體討論室並把門關上。團體討論室採先來先用制 (first come first serve)，亦可向館員 ([library@mygets.com](mailto:library@mygets.com)) 提出預約使用。
  4. 本校網站之圖書館網頁提供圖書館服務及相關的神學及聖經研究資源，歡迎上網！

#### 聯絡方式:

電話： (626) 339-4288 分機 101 (圖書館)

傳真： (626) 339-4453

電郵地址： [library@mygets.org](mailto:library@mygets.org)

圖書館網頁： <http://www.mygets.org> 進入創欣網站後，點擊「圖書館」進入圖書館網頁

若您有任何有關圖書館服務方面的建議，歡迎來電或以電郵方式與我們連絡，謝謝！

# GETS Library Circulation Policy

(for LA Students)

## General Rules

1. GETS degree program students may use the student IDs as their library cards (with library barcode in the back).
2. Students are to follow all the rules of the Library.
3. Reference books, course reserve, and current issue of periodicals are not allowed to be checked out.
4. Any borrowed items lost or damaged beyond repair must be paid for at replacement cost plus \$20 process fee or return a replacement with \$10 process fee.
5. A student will get a warning if the borrowed items damaged or found scribbled by him/her. A patron with 3 warnings will get borrowing privilege suspended for one month.
6. Student with debt outstanding on lost/damaged, or not returning all the items he/she borrowed will not be allowed to apply for graduation.
7. Please keep quiet in the library. No food and drinks (except bottled water) allowed in the library. The GETS Library assumes no responsibility for any personal property lost or stolen.
8. The Library opening hours is Monday through Friday from 8:30AM to 5:30PM.

## Check-out Rules

1. Please use Koha ILS (Integrated Library System) at the circulation desk for check-out. Please scan your patron's barcode and the book barcode(s), located at the inside back cover, of the item(s) that you want to borrow.
2. The loan period is 3 weeks and the item(s) can be renewed twice via e-mail, phone, in person, or online catalog via Koha if no one places the item(s) on hold.
3. If you know the item(s) you want to borrow, you may request to hold the item(s) via phone/e-mail, or Koha's online 'place hold' function. The library staff will locate the item(s) and put in the Hold Shelf for you to pick up within 10 days.
4. Please abide by the over-night or over-weekend policy if you check out the course reserve item(s). The reserve books may be checked out at 5:00PM each day and due to be returned by 9:00AM the next morning when the library opens. A fee of \$1 per day will be charged for all overdue reserve books. Only ONE reserve book from any given instructor's list may be checked out at a time.
5. Please drop your return item(s) in Book Return by the circulation desk. If after hours, please drop the return item(s) into Book Return Slot on the wall by the back door of the Library Staff Room.
6. Students with debt outstanding on lost or damaged book will have borrowing privilege suspended. Please clear your fine as you return the overdue item(s), 25¢/day.

7. Number of outstanding items allowed for DMin./ThM student and up: 20; for master student: 15; for auditing student: 5 less than the regular registered students' and the borrowing period limited to the duration of the course period. The registered students have the higher priority to reserve/borrow the text/reserved books than the auditing students.

### **Other Services:**

1. The Library provides a copier, a printer, a scanner, and some stationery for patrons to use. You may make copies of the materials using scanner free or printer/copier at 5¢ per page. Please abide by the general copyright law when making copies.
2. There are several personal study desks in the Main Collection Hall and one group discussion room in Special Collection Area. Please keep quiet when you are in the library and keep the door closed if you use group discussion room. The group discussion room is first come first serve, however, you may reserve it if needed.
3. The Library provides assistance in research paper formatting, Bible study tool/software, and several computers for online search and database services.
4. The Library webpage via GETS's website ([www.mygets.org](http://www.mygets.org)) provides information of the Library as well as many other e-resources for biblical and theological study.

### **Contact the Library:**

If you have any questions regarding GETS library or its services, please contact us via

Phone: (626) 339-4288 x101 (Library)

Fax: (626) 339-4453

E-mail: [library@mygets.org](mailto:library@mygets.org)

Website: <http://www.mygets.org>