

文藻外語大學出版品暨教職員生論文著作徵集辦法

民國 96 年 03 月 27 日行政會議通過

民國 102 年 08 月 06 日行政會議通過

第一條 文藻外語大學圖書館（以下簡稱本館）為完整徵集本校各單位出版品及教職員生之學術性著作，以充實本校機構典藏及學校史料內容，特訂定「文藻外語學院出版品暨教職員生論文著作徵集辦法」（以下簡稱本辦法）。

第二條 徵集範圍包括本校各行政與教學單位、專兼任教師、職員、學生、社團之學術性或非學術性著作，包含下列四項：

- 一、學術論文及研究報告
- 二、各單位之出版品
- 三、影音著作
- 四、史料

第三條 徵集方式：

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- 二、亦可透過各處室單位轉交本館採編組，並簽妥授權書。如教師學位論文、教師校內研究計畫由人事室代為徵集，國科會研究計畫由秘書室代為徵集，學生專題製作或研究報告由各系辦公室代為徵集。
- 三、簽妥之授權書由本館集中保存備查。

第三條 作品形式：

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- 二、所有著作均需繳交上述兩種形式，如有特殊情況，本館得作權宜處理。

第四條 徵集數量：每種著作以徵集兩份紙本及一份電子檔為原則。

第五條 本辦法經行政會議通過，呈請校長核定後實施，修正時亦同。

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