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# 香港中文大学（深圳）音乐学院图书馆

## 读者行为守则

Code of Behavior for Library Users

of the Music Library of MUS, CUHK-Shenzhen

香港中文大学（深圳）音乐学院图书馆（以下简称“图书馆”）致力于激发教职工和学生们教、学、探索和研究的灵感。使用图书馆是一项权利，所有读者都应承担相应的责任和义务，图书馆的读者有义务了解图书馆的相关规定。本行为守则适用于所有进入图书馆的读者，包含所有的科研人员、教职员工和学生。

The Music Library of MUS, CUHK-Shenzhen (referred to as “the Library”) is dedicated to inspiring staff and students to teach, learn, explore and research. The use of the Library is a right with associated responsibilities. Users are obliged to know the regulations of the Library. This Code of Behavior for Library Users applies to whoever enters the Library, including researchers, staff and students.

### 出入馆须知 **Library Access Guidelines**

1. 图书馆分为馆藏借阅区和前厅自修区。馆藏借阅区的开放时间为周一到周五早上 8:00-晚上 22:00，周末及国家法定节假日期间不开放；前厅自修区每天 24 小时开放。与此同时，图书馆开放时间可能会根据大学寒暑假或其他安排进行临时调整，实际开放时间以图书馆门口的告示为准。

The Library is divided into 2 zones, the Circulation Zone and the Lobby (Self-study Zone). The opening hours of the Circulation Zone are 8 a.m. to 10:00 p.m. from Monday to Friday, and the zone is closed during weekends and national statutory holidays. The Lobby (Self-study Zone) is open for 24 hours every day. In the meantime, the opening hours are subject to temporal change per the University's arrangements including summer and winter vacations. The actual opening hours shown at the Library gate should be taken as final.

读者凭“校园一卡通”通过门禁系统刷卡验证后方可进入馆藏借阅区，一人一卡，特殊情况可凭有效身份证件登记入馆，身份证件不得转借。对冒用他人证件、使用造假证件和涂改证件者，本馆保留终止其入馆的权利并进行相关处罚。如遗失校园卡，请及时联系大学的发卡机构补办；如在图书馆内拾获他人的校园卡，请及时交到图书馆办公室。外来访客如需入馆，需由受访者提前至少一个工作日预约，填写《香港中文大学（深圳）图书馆访客预约申请表》并发送至音乐学院图书馆邮箱（[musiclibrary@cuhk.edu.cn](mailto:musiclibrary@cuhk.edu.cn)），同时将纸质版打印出来交给图书馆教职工。未经图书馆办公室允许，任何人不可帮助他人刷卡入馆。除此以外，读者还可选择通过人脸识别的方式进入馆藏借阅区（非强制，自愿原则，本馆亦不同步大学图书馆的人脸信息）。如需录入人脸信息，可在工作时间（周一到周五早上 8:30-下午 17:30）前来图书馆办公室，在馆员老师的协助下自行上传人脸信息。

Readers can enter the Circulation Zone by swiping their staff/student ID card through the access control system, or in special cases, by valid identity cards that are recognized by the University. Identity cards are not transferable. The Library reserves the right to terminate access and carry out relevant penalties for those who use forged, falsified or others' identity cards. Cases of ID card loss should be reported to the respective department for a prompt reissue of the card. Please hand in the lost ID card of others found inside the Library to the Library Office without delay. When you need to receive visitors from other organizations at the Library, please make an appointment and register for them at least one working day in advance. Never swipe identity cards

for anybody without the permission of the Library. Besides, readers can use Face ID to enter the Circulation Zone by their own decision (The Library does not impose the facial recognition function on readers. Nor do we synchronize the face ID data collected by the University Library). If you do want to use the facial recognition function to access the Circulation Zone, please come to the office of the Music Library during working hours (8:30 am – 5:30 pm) and upload your Face ID with the help of the librarians.

2. 读者需注意文明礼貌、遵守公共秩序；需注意仪表、衣着得体、尽量保持室内安静；不可在图书馆内聚会、大声喧哗、玩耍嬉戏（含电子游戏），不可辱骂、威胁或骚扰他人，避免任何影响他人的行为，说话时应保持轻声细语，手机必须调至静音状态，在静音舱内或图书馆门外接打电话。请勿将脚放在馆内的沙发、座椅或桌面上。馆内（含前厅，即无须通过闸机进入的自修区域）严禁进食，严禁携带食物和有色饮料入馆。除图书馆馆员老师及学生助理外，未经允许，严禁进入图书馆前台的工作区域使用工作台及设备。闭馆或紧急疏散时必须服从馆员老师的指引，及时离开图书馆。

Please be polite and observe public order. Please dress properly and keep quiet in the Library. Gathering, talking at a loud volume, game playing (including video games), use of offensive/abusive language, threatening, harassing and other behaviors that may interfere with the proper use and management of the Library are not permitted inside the Library. Talking voices should always be lowered. Mobile phones should be in silent mode inside the Library, and phone calls should be made inside a SilenCell or outside the Library. Never lay your feet on the tables, chairs or couches at the Library. **Food and colored drinks are strictly prohibited in the Library (including the Lobby, aka Self-study Zone which can be accessed without passing through a gate machine).** Readers are not allowed to enter the working area of the circulation desk or to use any equipment from there without permission. Please leave the Library before closing time or during evacuation.

3. 严禁携带易燃易爆、具有腐蚀性的化学物品等违禁品入馆。  
如因学习所需，可携带笔记本电脑、平板电脑等电子产品进入阅览区

域，但必须调至静音状态或戴耳机使用。自带或馆内的电脑仅可用于与学习和研究相关的用途，严禁玩游戏及浏览不良内容。自助存包仅限于当日有效，禁止隔夜占用存包柜存放私人用品。

Inflammables, explosives and corrosives are strictly prohibited. Mobile phones, laptops, tablets and other electronic devices are allowed for study purposes, but should always be used in silent mode or with earphones. Computers, either those of the Library or those brought by users, are only for study/research-related purposes, and should never be used to play video games or to browse obscene and objectionable content. Self-service lockers are valid for the day of use only, and overnight storage of personal belongings is forbidden.

4. 图书馆是公共场所，读者需对自己的个人物品负责，不要使用个人物品占座。所有无人看管的矿泉水瓶、纸杯等一次性物品将在每天图书馆闭馆后被直接处理，所有无人看管的个人物品将在每天图书馆闭馆后被统一回收；如有贵重物品，请务必妥善保管。图书馆对个人物品的任何丢失或损坏不承担任何责任；当读者出入图书馆时，本馆保留要求其展示所携带物品的权利。

The Library is a public place. Please take responsibility for your personal belongings. Do not occupy seats with them. All disposable items left after the Library has been closed, such as plastic water bottles or paper cups, shall be discarded by the cleaning staff on the same day. All unattended personal belongings left in the Library beyond opening hours will be cleared away. Please keep your personal valuables properly. The Library assumes no responsibility for any loss or damage to personal belongings and reserves the right to inspect items brought into or out of the Library.

5. 为了保护所有读者的隐私，未经图书馆和相关读者的明确授权，不可在图书馆内进行录音、录像、摄影或其他视听记录。关于摄影摄像的更多细则详见《香港中文大学（深圳）音乐学院图书馆摄影摄像工作规范（2023年4月版）》。

To protect the privacy of all users, audio recording, video recording, photography or any other audiovisual recording activity is not permitted in the Library without the authorization of the Library and relevant users. For further details, please refer to the *Regulations of Photography and Filming at the Library of School of Music, CUHK-Shenzhen (Ed. April 2023)*.

6. 未经图书馆授权，不可在图书馆内张贴海报、派发宣传册等宣传资料，不可利用图书馆平台进行宣传；所有未经授权的材料将被图书馆及时清除。

The distribution of posters, brochures and other publicity materials is not allowed in the Library without authorization. It is forbidden to use the platform of the Library to carry out publicity activities. Any unauthorized publicity material will be eliminated by the Library in time.

7. 所有图书馆的读者必须遵守中华人民共和国法律、行政法规、地方性法规和本图书馆的所有相关规定。在图书馆中，任何干扰其它读者的权利或对任何图书馆读者、员工、设施或图书馆资源有潜在危害的行为均不被许可，本馆保留终止馆内一切违法及干扰他人的行为的权利，同时有权要求相关违规人员离开图书馆。

Please abide by the laws, administrative regulations, and local regulations of the People's Republic of China, as well as the regulations of the Library. Any behavior that interferes with the rights of other users, or is potentially harmful to users, staff, facilities or library resources, is strictly forbidden. The Library reserves the right to terminate any of such behaviors and to exile the person responsible from the Library.

## **阅览须知 Reading Guidelines**

1. 本馆为全开架阅览，架上图书和乐谱不可随意乱翻；严禁用图书、文具等物品抢占座位；不可随意搬移阅览区域的桌椅。每位读

者每次限取不超过 3 册图书或乐谱，阅览后应及时放至图书馆内的书车上，不可随意丢弃。

The Library adopts open-shelf reading. Do not disorganize or misplace books and music scores on the shelves. Do not use books, stationeries or other items to take up seats. Do not move tables and chairs in the reading area. Please take no more than 3 volumes of books or scores at a time, and put them on the book vehicles after reading without misplacing them.

2. 严禁在馆内吸烟、使用明火。严禁携带动物入馆。

Smoking or using fire is strictly forbidden in the Library. Animals are not allowed in the Library.

3. 读者需维护馆内清洁，严禁在馆内随地吐痰及乱扔垃圾。读者离开时，必须带走自己座位上所有的垃圾并丢入垃圾筒内。

Please keep the Library clean. Spitting or littering is strictly prohibited. Please take all the trash away from your seat when leaving and dispose of it in the garbage cans.

4. 读者需爱护馆内书籍和乐谱、文献资料，保持它们的干净整洁，严禁撕毁、标记或污损馆内资源；读者需爱护国有资产和公共财物；严禁人为损坏室内桌椅、门窗、电脑、复印机等公共设施；严禁私藏和偷盗馆内资源和财产。如若损坏和遗失公物，需按图书馆相关规定进行赔偿。

Please take good care of the books, music scores and other printed resources of the Library, and keep them clean. Mutilating, marking or defacing Library materials is strictly forbidden. Please take good care of the assets and property of the Library. Any damage to the tables, chairs, doors, windows, computers, photocopiers or other communal facilities in the Library is strictly prohibited. Theft or unlawful possession of library resources and property is strictly forbidden. Any damage or loss of library resources and property is required to be compensated according to the relevant regulations of the Library.

5. 本馆提供静音舱（静音学习室）的预订服务。静音舱允许个人或不超过 2 人的学习小组预订，每个人每天最多可预订 1 次，每次最多可预订 2 个小时。如若所需时段未被预订，图书馆将秉持先到先得的原则进行安排。（预订链接：<https://booking.cuhk.edu.cn/a/system/main>）

SilenCells are available for booking and can be booked by individuals or study groups. Each person can book one SilenCell once for up to 2 hours per day. Unbooked SilenCells will be arranged on a first-come, first-served basis. (Link for booking: <https://booking.cuhk.edu.cn/a/system/main>)

6. 本馆提供各种图书咨询、缺书登记、书目检索、自助复印扫描等服务，如有需要可请馆内工作人员提供指导和帮助。图书的扫描或复印累计不可超过全书的 50%。

The Library provides a variety of services such as book information service, book request registration, bibliography retrieval, self-service photocopying and scanning, etc. Feel free to ask the Library staff for guidance and help when necessary. It is not allowed to scan or photocopy over 50% of a book.

7. 领用乐谱专用影印纸和装订耗材的时候须在领用处找到对应物品的表格签名（学生签导师的名字）。用完后应将剩余的纸张或装订耗材放回领用处。

To fetch sheet music paper for printing or materials for binding, sign your name on the form for the item(s) you fetch (if you are a student, sign your tutor's name). Put the remaining paper or binding materials back to the original fetching location.

8. 每日闭馆前 10 分钟，请停止阅览并将馆藏资源直接放在书车上即可。

Please stop reading and put the library resources on the book vehicles 10 minutes before the Library closes.

## 外借须知 **Borrowing Guidelines**

1. 因涉及版权使用的相关事宜，如因教学或各种校内活动需求，读者在借阅乐谱之前需在图书馆完成相关备案手续。持访客卡的兼职教师、访问学者、项目人员等非全日制/全职人员如需借阅馆藏资源，需要学科秘书代为办理。已获图书馆授权借阅的乐谱仅限于教学或相关音乐活动的练习、排练或演出使用。读者在未经图书馆授权的前提下，严禁将乐谱的复印件或扫描电子文件私自借给第三方，严禁将图书馆的乐谱用于任何形式的演出或其它用途。任何由于侵权或其他违法行为造成的法律后果均由读者本人承担，图书馆对此概不负责，且保留对其追究法律责任和诉讼的权利。

Due to copyright-related issues, loans of music scores need to be put on records at the Library. Academic secretaries are responsible for library resource loans on behalf of non-full-time personnel (such as part-time teachers, visiting scholars and project personnel). Authorized loans of music scores are solely for the purpose of practice, rehearsal or performance in corresponding teaching or relevant musical activities. Please do not lend copies or scanned electronic files of music scores to any third party, or use the music scores of the Library for any purpose without authorization from the latter. Users are required to bear corresponding legal liabilities for any copyright infringement or illegal acts, for which the Library shall not take any responsibility while retaining the right to pursue legal responsibilities.

2. 本馆的图书、乐谱和影音光盘（CD、DVD）均可外借，报纸和期刊仅供馆内阅览。全日制本科生最多可外借 10 册图书，单次借阅期限为 28 天，续借后最多可累计借阅 112 天；全日制研究生和全职教职工最多可外借 40 册图书，单次借阅期限为 56 天，续借后最多可累计借阅 224 天。读者可通过大学图书馆官网的 My Library Account



查询个人借阅情况或办理续借。如需延长借期，需在所借图书尚未到期前办理续借，一个借期最多可以续借三次，续借后在新的到期日之前必须归还图书。所有全日制师生最多可外借 5 张影音光盘，每张影音光盘的借阅期限为 7 天，不可续借。所有全日制师生最多可外借参考工具书（如辞典、百科全书、地图集等）7 天，且不可续借。各类报纸和期刊仅供馆内阅览，不可外借。如若逾期，需依相关图书馆罚赔规定交纳罚款，每逾期 1 天缴纳罚款 1 元。如账户名下有超过 10 元（含）的代缴罚款，则该账户的借阅权限将被暂停，直到缴清罚款。所借图书在寒暑假内到达借阅期限者，不作逾期处理，但必须在假期结束后的 10 日内归还，超过 10 天将作逾期处理；所借图书在法定节假日内到达借阅期限者，不作逾期处理，但必须在节假日结束后的 3 日内归还，超过 3 天将作逾期处理。

Books, sheet music and audio-visual discs are available for borrowing, while newspapers and journals are only available for reading inside the Library. Full-time undergraduate students are allowed to borrow a maximum of 10 volumes of books for 28 days each (112 days each at most after loan period extensions), while a maximum of 40 volumes can be lent to full-time postgraduate students and full-time faculty members for 56 days each (224 days each at most after loan period extensions). Loan status checking and loan period extension can be realized via "My Library Account" on the official site of the University Library. The loan period can be extended at most 3 times, and the books are required to be returned before the new due date. All full-time staff and students can borrow a maximum of 5 audio-visual discs for 7 days each, and the loan period of the discs cannot be extended. All full-time staff and students can borrow a reference book (eg. a dictionary, an encyclopedia, an atlas, etc.) for 7 days, and the loan period of it cannot be extended. An overdue fine will be charged for ¥1.00 per day per item until the overdue item is returned. The Library will suspend a reader's borrowing privileges when there are fines of ¥10.00 or more on his/her library account until the fines are paid off. If the due date is within winter or summer vacations, borrowed items are allowed to be returned within 10 days after the end of the holiday without an overdue penalty. If the due date is within national statutory

holidays, borrowed items are allowed to be returned within 3 days after the end of the holiday without an overdue penalty.

3. 除音像制品外,所有可外借的馆藏资源均可被召回(recall)。一旦有读者在图书馆系统里对符合条件的馆藏申请召回,当前借阅者必须在14天内或原到期日内(如小于14天)归还被召回的馆藏,超过14天则按逾期处理,须缴纳罚款,额度参考“外借须知”第2点。

All loanable library resources are subject to recalls except audio-visual resources. If an item is recalled, it should be returned to the Library within 14 days from the date of recall or within the original due date (if less than 14 days). In case of overdue, users are required to pay an overdue fee for the recalled item by the standards of Clause 2 of this section.

4. 所有从音乐学院图书馆借阅的馆藏资源必须归还至本馆,不可归还至大学的其它图书馆。请注意区分馆藏地。

All items loaned from the Music Library of MUS are required to be returned to the same library, and should never be returned to any other library of the University. Please be careful in distinguishing the place of holding of library resources.

5. 如若不慎损毁或遗失外借的馆藏资源,读者需及时向图书馆报备,并缴纳相当于遗失资源原值的赔偿金及50元加工费。在缴清赔款之前,读者的借阅权限将会暂停。缴清赔款后,方可再行借阅馆藏资源。

If loan library items are damaged or lost, please make sure to report the case to the Library, and compensate for the original value of the damaged or lost item plus paying ¥ 50.00 as a process fee. The Library will suspend a reader's borrowing privileges until the compensation is paid off.

6. 耳机可在图书馆办公室登记借用,但必须在馆内使用,不可携出馆外,且必须在借用当天归还。

Earphones can be borrowed from the Library Office, but should never be taken out of the Library, and should be returned to the office within the day of borrowing.

7. 读者必须以正当的方式使用电子资源。任何侵权或违反使用协议的行为将可能导致电子资源在全校范围内的停用，这些行为包括但不限于：大批量（系统性）地下载、使用机器人工具访问电子资源等。任何由于侵权或其他违法行为造成的法律后果均由读者本人承担，图书馆对此概不负责，且保留对其追究法律责任和诉讼的权利。

Please bear in mind to use e-resources in a fair way. Unfair use of copyright works or violation to license agreements may result in the termination of access to e-resources for the entire University. Activities including, but not limited to, excessive/systematic downloading or access via robotic tools are strictly prohibited. Users are required to bear corresponding legal liabilities for any copyright infringement or illegal acts, for which the Library shall not take any responsibility while retaining the right to pursue legal responsibilities.

### **违规处罚 Violations Penalty**

若读者的行为违反图书馆相关规定，将会第一时间收到馆员老师的口头警告，并须留下名字、学号、学院、书院等信息。之后如再次违反同一规定，将收到邮件警告信；第三次违反同一规定，将收到书面警告信；第四次违反同一规定，图书馆将提报相关纪律委员会处理。多次或严重违反图书馆相关规定，还可能导致包括但不限于以下后果：

1. 被要求立即离开图书馆。
2. 暂停或永久停止所有的读者权限。
3. 在读者的个人档案中记录相关不当行为。
4. 纪律处分。
5. 转送给大学安保小组或公安部门。

Violations of the *Code of Behavior for Library Users* or other relevant library regulations will be warned by librarians in the first place. In the meantime, the name, staff/student number, school and college of the violator will be noted. Violating the same article in the Code of Behavior for Library Users or other relevant library regulations for the second time shall result in a warning by email, while for the third time leading to a written warning. The Library will inform the relevant disciplinary committee in case of a fourth-time violation of the same article. Serious and repetitive violations could also result in any of but not limited to the following consequences:

1. Immediate exile from the Library.
2. Temporal or permanent suspension of all user privileges.
3. Records of relevant misconduct in the reader's personal file.
4. Disciplinary action.
5. Transfer to the university security team or the police.

\*注：本《图书馆读者行为守则》的最终解释权属于香港中文大学（深圳）音乐学院图书馆。未尽事宜将由本馆参考大学图书馆相关规章制度、根据实际情况处理，并作为新增条款在后续修订中加入。如中英文表述存在差异，一律以中文版本为准。

Note: The Library of the School of Music, CUHK-Shenzhen reserves the right of final interpretation for the *Code of Behavior for Library Users*. Matters not covered here will be dealt with based on the actual situation and in accordance with the corresponding policies of the University Library. New clauses will be added in future amendments. In case of any discrepancy between the two language versions, the Chinese version shall prevail.