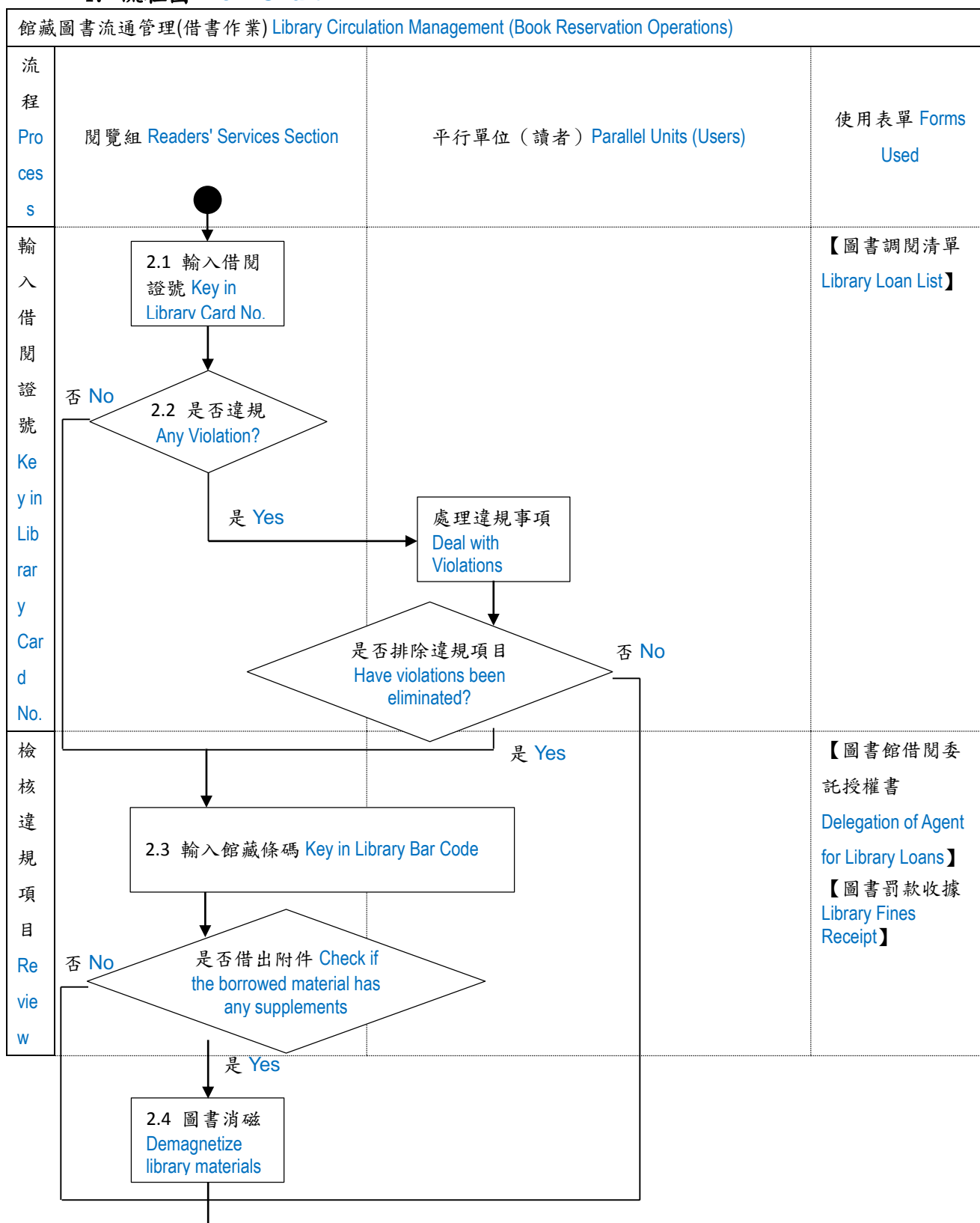


文件名稱 Name of Document	內部控制制度-館藏圖書流通管理(借書作業) Internal Control Mechanism-Library Circulation Management (Book Reservation Operations)		
文件編號 Document No.	0721-002	版次 Edition	V3.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2014/11/19

館藏圖書流通管理(借書作業) Library Circulation Management (Book Reservation Operations)

1. 流程圖 Flow Chart



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## 2. 作業程序：Operations Procedures:

- 2.1 輸入讀者借閱證號。Key in user's library card number.
- 2.2 檢核讀者借閱是否違規或停權：Review any violation or suspension of user's book-loan privileges.
  - 2.2.1 非本人借書：請本人自行前來借書；惟本校專任教師可填具委託書，委託他人代為辦理。Book loans to anyone other than the user: Please come to check out books in person. Only MCU full-time faculty can fill out the Delegation of Agent Form to entrust others to check out materials on their behalf.
  - 2.2.2 逾期罰款累計至 200 元，即暫停其借閱權限：請讀者逕至繳款機繳款後，將收據交由館員，以利刪除罰款紀錄。Book borrowing rights will be suspended due to cumulative overdue fines of NTD 200: Users are to pay their fines and present the receipt to the librarian to eliminate violation records.
  - 2.2.3 借閱冊數已滿：已經超過可借之冊數，請讀者先歸還借閱之圖書後，才能再次借書。Borrowing limit is reached: User exceeds the maximum number of volumes that can be borrowed at one time; please return books first before borrowing new materials.
  - 2.2.4 證件過期：學生證需確認是否有蓋當學期註冊章，方可延展其有效期至註冊組公告之日期；校友、銘傳之友等校外讀者，則需更新讀者聯絡資料，才能延展一年的有效期。Invalid library card: Student ID card must have current semester's registration seal to extend the effective date as announced by Registrar. Outside users such as alumni and friends of Ming Chuan University need to update their contact information to extend one year of validity.
  - 2.2.5 圖書借閱證已報遺失：須向讀者確認是否曾申報遺失，再修改該攔截狀態有效期限。Reported lost library card: Confirm with users if they've ever reported loss of library card, then revise the period of validity.
- 2.3 刷入圖書條碼：Swipe the library bar code:
  - 2.3.1 若隨書有附件，可詢問讀者是否需要借閱，若有需要則取出附件並輸入該館藏條碼。If books come with supplementary materials,

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ask users if they need to borrow these, too. If so, take out the supplementary materials to key in the library bar code of these as well.

- 2.4 將圖書消磁，將所借閱之圖書或附件交給讀者，並提醒讀者借閱到期日。Demagnetize books and give the books and supplementary materials to the user, then remind them the deadline for return of materials.

### 3. 控制重點：Key Control Points:

- 3.1 是否確認讀者身分別，以作為可借閱冊數及其他借閱相關權利與規定之依據。Confirm users' identity to use as the basis for number of items that can be borrowed and other related book loan rights and regulations.
- 3.2 確認是否為讀者所欲借之館藏類型以及是否為調閱或是預約之圖書。Confirm that users' book loan is what they want and if they have any needs for access or book reservation.
- 3.3 是否確認借閱委託授權書及教職員證，檢查被委託人之證明文件並以電話確認後辦理借書申請。Confirm Delegation of Agent for Library Loans and faculty or staff member's ID card. Check the entrusted person's documentation and process the book loan following phone confirmation with the person in whose name the materials are being borrowed.
- 3.4 讀者是否有逾期罰款達到 200 元，若有則告知讀者無法提供借閱服務。Does user have overdue fines of NTD 200? If so, inform the user that library cannot provide the book loan service.
- 3.5 確認所借閱之圖書是否已完成消磁程序。Confirm that the borrowed books are demagnetized.

### 4. 使用表單：Forms Used:

- 4.1 圖書調閱清單 Library Loan List
- 4.2 圖書館借閱委託授權書 Delegation of Agent for Library Loans
- 4.3 圖書罰款收據 Library Fines Receipt

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5. 依據及相關文件：**Basis and Relevant Documents:**

- 5.1 圖書館借閱辦法 Library Book-loan Procedures
- 5.2 圖書館館際合作組織圖書互借辦法 Inter-library Cooperation Association Reciprocal Borrowing Procedures
- 5.3 圖書館館際合作借書證使用辦法 Procedures for Use of Inter-library Loan Card
- 5.4 圖書館臨時借閱證使用辦法 Procedures for Use of Temporary Library Card
- 5.5 多媒體資源中心借閱規則 Procedures for Multimedia Resources Center
- 5.6 流通借閱清單(日/月) Circulation List (dd/mm)