

# 指定参考书长期借阅服务



## Application of the Long-term Loan for Reserve Book

REF: SC/IRD.LIB/FORM/10.1

- 为因应本院教学需求，本馆提供讲师申请指定参考书长期借阅服务。  
For the convenience of the teaching requirement, the long-term loan for Reserve Book is available for lecturers.
- 借阅册数不限，图书范围**仅限各系指定参考书清单上之主要教科书**。申请时，需经由系主任签名批准，并附上该课程的教学大纲以便查核，本馆有权不批准申请。  
There is no limit to the number of items on loan, but **only the main texts are allowed**. The application must be approved by Head of department and the course syllabus must be attached together with the application form. The Library reserves the right to reject the application.
- 为了考虑其他读者需求，采用本办法借书者均以一学期为限。  
Considering the needs of other users, the loan period is therefore limited for one semester.
- 请给予一日的工作天处理。1 working day to process this application.

### 申请表格 Application Form

姓名 Name: \_\_\_\_\_ 证号 ID No.: \_\_\_\_\_ 部门 Department: \_\_\_\_\_

欲长期借阅之主要教科书 Main Text Book Lists for Long Term Loan:

No.	书名 Title	索书号 Call Number	登录号 Barcode	课程名称 Course Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

\_\_\_\_\_  
申请者签名 Applicant's Signature  
日期 Date:

\_\_\_\_\_  
系主任签名 Approved by Head of Department  
日期 Date:

#### FOR OFFICE USE

长期借阅证号: \_\_\_\_\_ 是否附上指定参考书之课程教学大纲? Y N  
( ) 批准 Allowed ( ) 不批准 Not Allowed 图书到期日: \_\_\_\_\_ 处理人/日期: \_\_\_\_\_