**訂購學生書籍程序Acquisition Procedures (Students)**

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| **程序 Procedures** | **表格 Form** | **負責人Responsible** |
| 1.彙集各部門學生擬購清單  Collect the Material Request Form from depts.. | 須填寫Material Request Form | 各科組Departments |
| 2.整理、查證、補充購單書目資料  Check and confirm the Material Request Form |  | 圖書館Library |
| 3.經查核後，完成擬購清單  After checking, drafted the final order list |  | 圖書館Library |
| 4.代理商或出版社報價整批購買  Order list send to the distributors or publishers for quotation |  | 圖書館Library |
| 5.購買清單連同價目表，由有關部門確認訂購書單  After receipt of the quotations send to depts., for confirmation |  | 圖書館Library |
| 6.部門確認訂購書單，擬定學生通告  Depts. confirm the order list and prepare students’ circular |  | 各科組Departments |
| 7.聯絡委託代理商或出版社到校直接售賣給學生  Contact distributor or publisher for set up a booth and direct sales to students |  | 圖書館Library |
| 8.圖書館與代理商或出版社確認訂購數量  Confirm the order list with the distributor or publisher |  | 圖書館Library |
| 9.採購Acquisition   * 圖書館負責聯絡委託代理商或出版社一切安排，包括設立攤檔、時間、地點、退貨.   Library will responsible to arrange with distributor or publisher for all logistic issues, e.g. set up the booth, time, date, venue and return of excess copies |  | 圖書館Library |
| 10.驗收及付款  Check against delivery and payment   * 核對發票清單與訂單，並檢視圖書是否寄錯或不足，若有錯誤，儘快退回Check the invoice against quotation, if any discrepancies found, contact or return to vendors. * 檢視圖書是否有缺頁、破損等，若有缺失，退回Check any damages, misprint and defects etc. * 無誤後，圖書館將有關文件整理後先行存檔   If no defects found, Library will keep one set of the document for record |  | 圖書館Library  各科組Departments |