**訂購部門(教職員)書籍程序 Acquisition Procedures (Teachers and Staff)**

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| **程序 Procedures** | Remark:  | **負責人Responsible** |
| 1.彙集各部門及讀者(教職員生)、館員之定購單Collect the Material Request Form from depts.. | **表格 Form:**須填寫Material Request Form請列明Access Rules 借閱權限(Please indicate the item is for:Teachers borrow only = TREF /For Students use in library only = SREF Both Teachers & students can borrow = T&S) | 各部門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.查核 Check:* 是否為複本、是否購買複本。Check any duplicated copies
* 是否已訂購但未入藏 Check existing collection
* 是否有預算 Check budgeted or non-budgeted item
 | \*\*\* Material keeps in library, budget to library.Material keeps by Departments, budget to Departments. \*\*\*但凡擺放於圖書館內的項目(不論書籍或光碟)，都歸入圖書館預算內。擺放於部門內或教師室，均歸入部門預算。 | 圖書館 Library |
| 4.經查核後，完成擬購清單 After checking, drafted the final order list |  | 圖書館 Library |
| 5.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 |
| 6.購買清單連同價目表，由各部門**確認訂購書單**After receipt of quotations, send to depts. for confirmation |  | 各部門 Departments |
| 7.製定確認訂購書單Issue final order list |  | 圖書館Library |
| 8.採購 Acquisition代理商或出版社購買Send to distributors/ publishers |  | 圖書館Library |
| 9.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.
* 無誤後，在圖書清單上及訂單上填寫登記編號(original sent to A/C. copy keep in Lib)，填寫PF04/PF03並由有關部門主管簽署，再交到會計部。After confirm every items with good order, put barcode on the invoice with PF04/PF03. Sent to HOD for signature, and forward to acc.
 |  | 圖書館Library各部門主管HOD |
| 10. 圖書登錄 Record and input* 在書名頁右下角蓋館藏章 Accession chop should stamp at the right corner bottom of the Title page
* 填寫索引號、Barcode 、到館日期 Fill in the call number and arrival date
 |  | 圖書館 Library |
| 11. 完成後整批圖書送回有關部門After completion send back to relevant departments |  | 圖書館 Library |

**Remarks: For all IB textbooks or IB reference books should have prior approval from Dr. Richard Lee.**