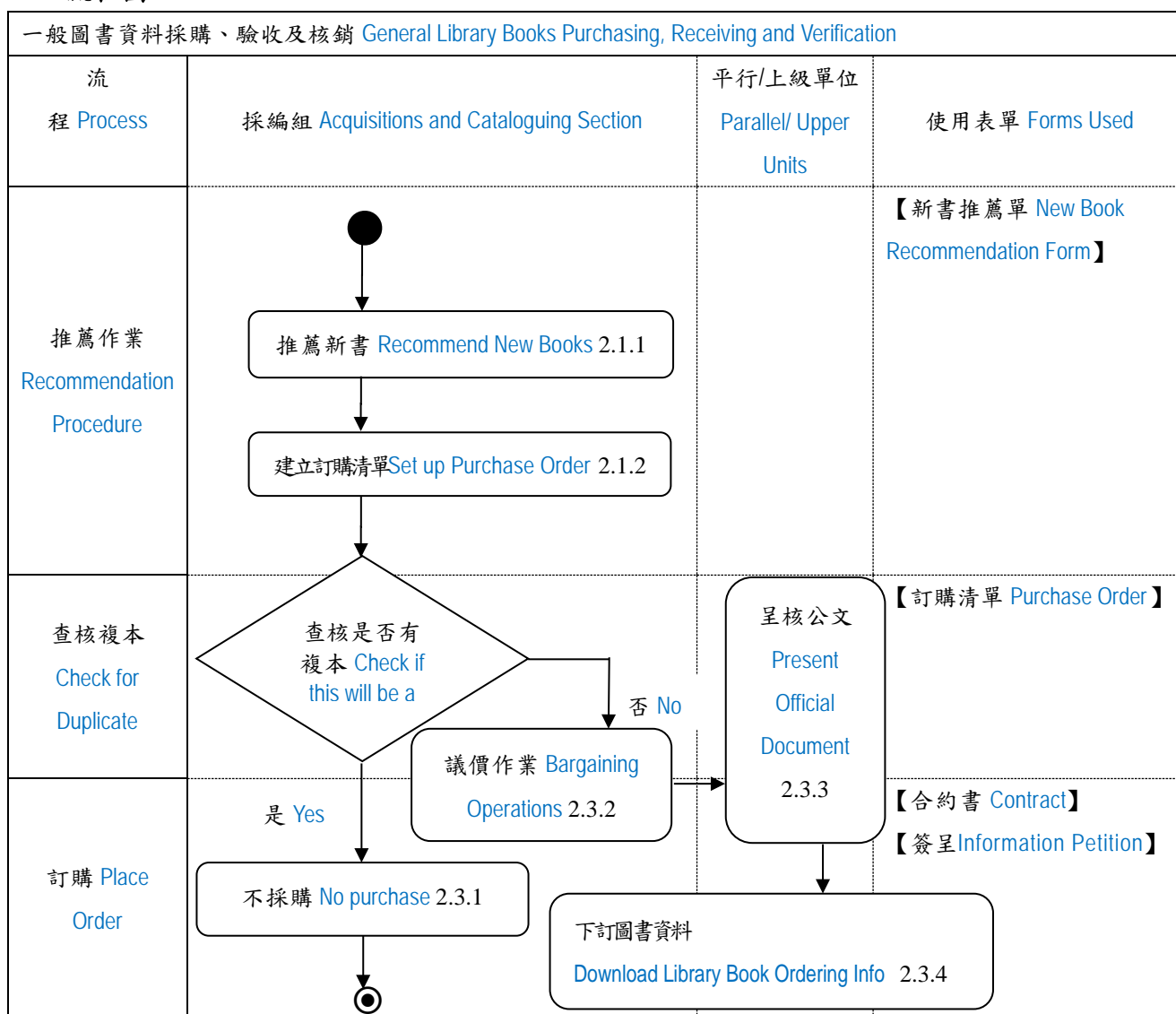


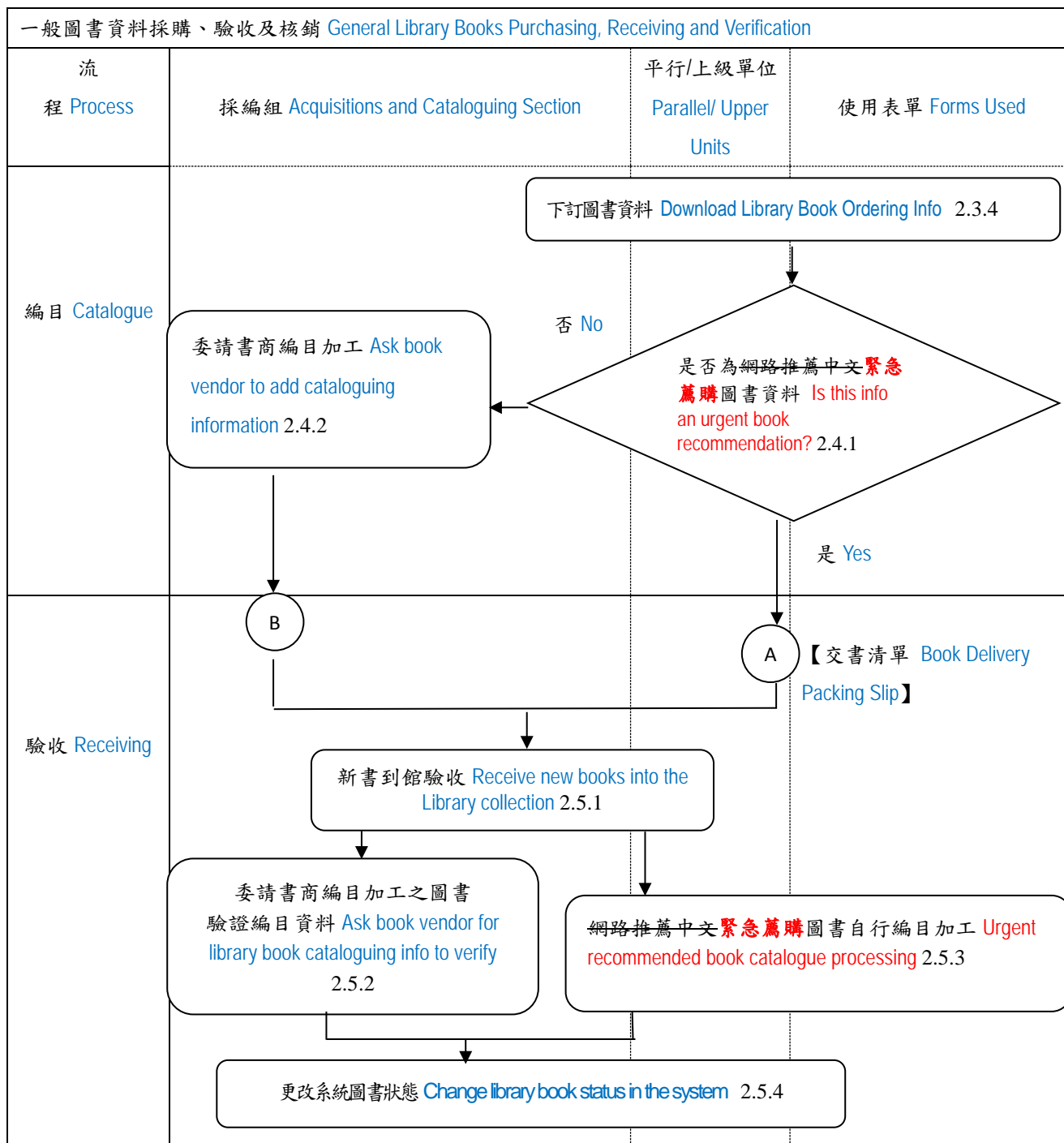
文件名稱 Name of Document	內部控制制度-一般圖書資料採購、驗收及核銷 Internal Control Mechanism- General Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-001	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

一般圖書資料採購、驗收及核銷 General Library Books Purchasing, Receiving and Verification

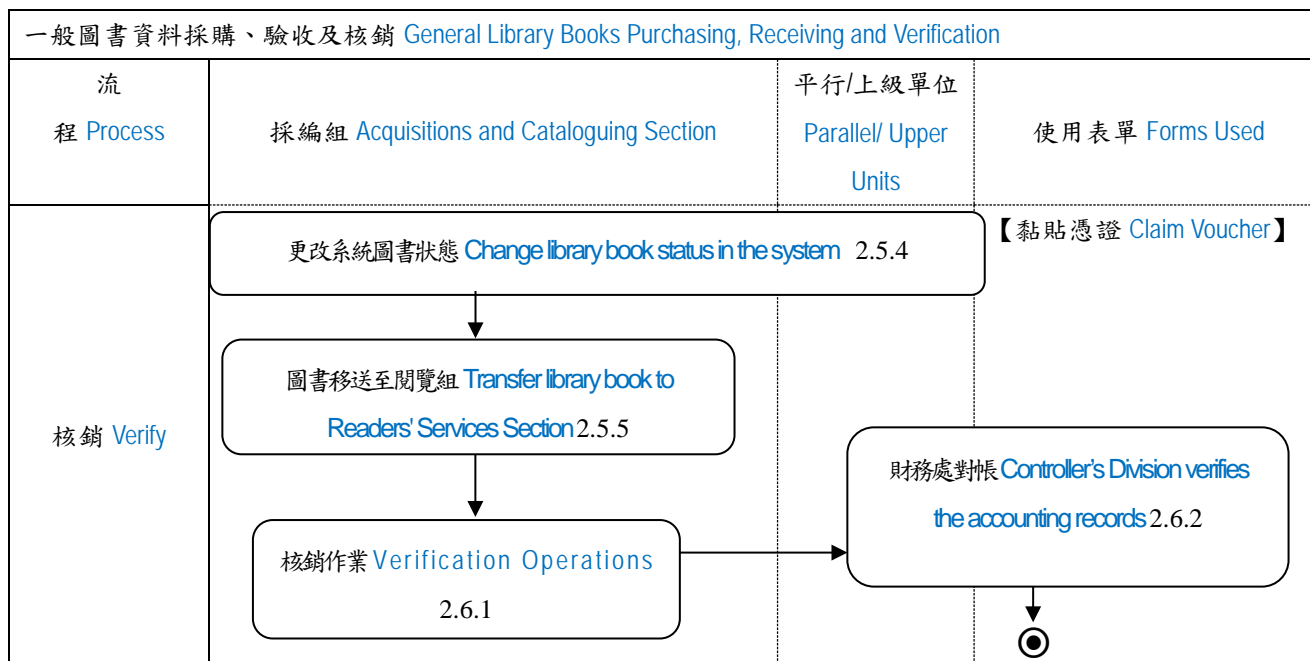
1. 流程圖 Flow Chart



文件名稱 Name of Document	內部控制制度-一般圖書資料採購、驗收及核銷 Internal Control Mechanism- General Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-001	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28



文件名稱 Name of Document	內部控制制度-一般圖書資料採購、驗收及核銷 Internal Control Mechanism- General Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-001	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28



2. 作業程序：Operations Procedures:

2.1 推薦作業：Recommendation Procedure:

2.1.1 推薦新書：Recommend New Books:

2.1.1.1 勾選書單：由書商提供紙本新書目錄或電子檔，交各系所老師或圖書委員勾選，再送回圖書館統一採購。Book list pick: Give faculty or Library Committee a list from printed new book catalog or electronic file provided by book vendors to check the books they pick and then send the request back to the Library to make a joint purchase.

2.1.1.2 填寫推薦單：至流通櫃台索取推薦單，或由圖書館網頁下載，填寫內容包括姓名、推薦單位、e-mail 帳號、書名、作者、出版處、年代及 ISBN 等。Fill in Recommendation Form: Recommendation Form can be picked up at the Library Circulation Desk or downloaded from the Library website. The form includes information such as name, recommending unit, email, book's name, author, publisher, year, and ISBN.

2.1.1.3 網路推薦：教職員生上網推薦，網址 <http://proffer.lib.mcu.edu.tw/weblink>。Online recommendation: MCU faculty and staff members and students can

文件名稱 Name of Document	內部控制制度-一般圖書資料採購、驗收及核銷 Internal Control Mechanism- General Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-001	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

recommend online at <http://proffer.lib.mcu.edu.tw/weblink>.

2.1.2 建立訂購清單：Set up Purchase Order:

2.1.2.1 系所或個人勾選書單及填寫推薦單，交由書商建立訂購清單及編目簡檔，完成後 e-mail 給採購人員轉檔。Departments or individuals choose from the book list and fill in Recommendation Form for book vendors to set up a purchase order and simplified catalogue files. Upon completion, email the documents to purchasing staff to transfer the files.

2.1.2.2 編目簡檔轉入圖書推薦系統：Transfer simplified catalogue files to Library Recommendation System:

2.1.2.2.1 編目簡檔的內容包括書名、作者、出版社、ISBN、價格、價格單位、簡介、類別等欄位。Simplified catalogue file includes book's name, author, publisher, ISBN, price, price unit, summary, and category.

2.1.2.2.2 編目簡檔，事先提供圖書推薦系統的格式給書商，以免書商自建的檔造成轉檔問題。Provide simplified catalogue file format in the Library Recommendation System to book vendors to prevent possible file transfer problems.

2.1.2.2.3 編目簡檔轉至圖書推薦系統: Transfer simplified catalogue files to Library Recommendation System:

點選所屬採購案名稱→整批推薦→匯出比對完成的檔案→另行存成 Excel 檔。Click on purchase case name→recommend in bulk→Derive complete comparison file→Save as an Excel file

2.1.2.3 網路推薦：由採購人員每星期進入圖書推薦系統下載，下載流程同 2.1.2.2.3。Online recommendation: Purchasing staff download from the Library Recommendation System every week, same download procedures as in 2.1.2.2.3.

2.2 查核複本：Check for Duplicate:

2.2.1 查核是否有複本：Check if this will be a duplicate:

2.2.1.1 將採購檔轉入圖書推薦系統系統，進入排程和圖書流通館藏系統的館藏檔比對後刪除複本。Transfer purchasing files to Library Recommendation System. Enter schedule and delete duplicates after comparing with collection files in the Library Books Circulation Collection System.

文件名稱 Name of Document	內部控制制度-一般圖書資料採購、驗收及核銷 Internal Control Mechanism- General Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-001	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

2.2.1.2 中文圖書申購之複本數以兩冊、外文圖書以一冊為原則。In principle, there is a maximum of two duplicates of Chinese books and one for foreign books.

2.2.1.3 比對館藏已有複本，系統將自動發送“已有館藏”通知信給推薦者。Upon comparing the library collection data, the system will automatically sent a duplicate copy notice to recommenders.

2.3 訂購：Place Orders:

2.3.1 若為多餘複本，則不採購。If this would be a duplicate, there is no purchase.

2.3.2 議價作業：Bargaining operations:

2.3.2.1 依銘傳大學圖書館館藏資源採購辦法採購。Purchase is based on

Ming Chuan University Procedures for Purchasing Library Books.

2.3.3 呈核公文。Present official document.

2.3.4 下訂圖書資料：Download library book ordering information:

2.3.4.1 書商實際購書時，發現書名、版次或 ISBN 與訂購單不符時，應向採購人員確認是否購買。If book vendor discovers that the book's name, edition or ISBN doesn't conform to the purchase order, they should confirm with purchasing staff whether or not to complete the purchase.

2.3.4.2 若是共同供應契約的訂購單，須與台灣大學總務處確認。If the purchase is a inter-entity supply contract purchase order, confirm with the General Affairs Division of National Taiwan University.

2.4 編目：Catalogue:

2.4.1 是否為網路推薦中文緊急薦購圖書資料。Is this information for an urgent book recommendation?

2.4.2 委請書商編目加工：Ask book vendor to add cataloguing information:

2.4.2.1 書商提供驗證單。Book vendor provides Verification Form.

2.4.2.2 詳編檔及驗證是否符合中國編目與英美編目規則，並控制一書一號。Do inventory cataloguing files and verifications conform to Chinese cataloguing and British/American cataloguing regulations? Also be sure that one book has only one catalogue number.

2.4.2.3 書商修改錯誤及加工。Book vendor revises any mistakes and

文件名稱 Name of Document	內部控制制度-一般圖書資料採購、驗收及核銷 Internal Control Mechanism- General Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-001	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

processing.

2.4.2.4 教補款的書蓋教補款章，視聽資料貼教補款籤。Books purchased through Ministry of Education subsidy are sealed with MOE subsidy seal and A/V materials have MOE subsidy label affixed.

2.4.2.5 如果交由書商分類編目加工，本館需提供加工用之耗材。If book vendor is classifying cataloguing information, the Library must provide the required non-durable materials.

2.4.2.6 供長形圖書章、圓形館藏章、教補章等給書商使用。Provide book vendor with rectangular library seal, circular collection seal, and MOE subsidy seal.

2.4.2.7 其他耗材如條碼、防盜磁條、書後袋、CD 袋、教補標籤、附件標籤等，依實際購書數量提供書商。Based on the actual purchase, provide book vendor with other non-durable materials such as bar codes, burglary-proof magnetic strips, book pouches, CD pouches, MOE subsidy labels, and supplementary labels.

2.5 驗收：Receiving:

2.5.1 新書到館驗收：Receive new books into the library collection:

2.5.1.1 驗收數量與金額是否符合交書清單，核對書名、作者、版次、出版年、裝訂及ISBN等資料。Check if delivery quantity and price match Book Delivery Packing Slip, as well as book's name, author, edition, publication year, bookbinding, and ISBN.

2.5.1.2 外文書籍尚需核對國外發票、即期匯率及折扣價等資料。For foreign books, the invoice, spot exchange rate and discounted price also need to be verified.

2.5.1.3 視聽資料須播放檢查影像是否清晰。A/V materials should be played to check that the images are clear.

2.5.1.4 蓋驗收日期章。Affix received date seal.

2.5.2 委請書商編目加工之圖書驗證書目資料：Ask book vendor for library book cataloguing information to verify:

2.5.2.1 核對書商編目驗證單是否符合中國編目規則與英美編目規則，索書號控制一書一號。Check if book vendor's Cataloguing Verification Form conforms to Chinese cataloguing and British/American cataloguing regulations. Also

文件名稱 Name of Document	內部控制制度-一般圖書資料採購、驗收及核銷 Internal Control Mechanism- General Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-001	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

be sure that one book has only one catalogue number.

2.5.2.2 核對書商加工，書和系統裡的編目資料是否相符。Check if book vendor's processing conforms to book and system cataloguing information.

2.5.3 網路推薦中文緊急薦購圖書自行編目加工: Urgent recommended book catalogue processing:

2.5.3.1 符合中國編目規則與英美編目規則，索書號控制一書一號。Ensure that this conforms to Chinese cataloguing and British/American cataloguing regulations. Also be sure that one book has only one catalogue number.

2.5.3.2 自行加工，確認書和系統裡的編目資料是否相符。Confirm catalogue processing is the same as in book and system catalogues.

2.5.4 更改系統圖書狀態：驗收無誤則更改系統圖書狀態，由預定採購變更為移送閱覽。Change library status in the system: Upon receipt, change library status in the system from planning to purchase to transferring to Readers' Services Section.

2.5.5 圖書移送至閱覽組。Transfer library books to Readers' Services Section.

2.6 核銷：Verify:

2.6.1 核銷作業：Verification Operations:

2.6.1.1 教育部補助款購買之西文書，除本館採購人員驗收外，需協同校內相關單位到館驗收。驗收人員應包括監驗人員(財務處審核組)、使用單位人員(含經辦人、採購人、驗收人及保管人)、使用單位主管、會驗人員(總務處及財務處)及廠商代表等到館共同驗收。Western books purchased with Ministry of Education subsidy must not only be checked by the purchasing staff in Library but also staff from relevant on-campus units. The inspectors should include supervisory personnel (Auditing Section of Controller's Division), user unit personnel (including operator, purchasing staff, receipt personnel, and trustee), user unit supervisor, examining personnel (General Affairs Division and Controller's Division), and vendor representative to come to the Library together for verification.

2.6.1.2 使用粘貼憑證將交書清單、訂購清單及發票等資料進行圖書經費核銷，並於憑證上註明「用途說明」。A claim voucher is used to verify library book

文件名稱 Name of Document	內部控制制度-一般圖書資料採購、驗收及核銷 Internal Control Mechanism- General Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-001	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

budget, and must have Book Delivery Packing Slip, Purchase Order, and Invoice attached, and indicate the purpose of the purchase.

2.6.1.3 核銷時由承辦人、館長、各單位承辦人、主管及校長簽名(或蓋章)及加註日期。Upon verification, responsible staff, Dean of the Library, responsible staff and supervisor of each unit, and President should sign or seal with date.

2.6.1.4 教育部補助款購買之西文書,須另附共同供應契約訂購單及驗收記錄等。Western books purchased using Ministry of Education subsidy must have the inter-entity supply contract order and receiving record attached. 驗收記錄須有所有參與驗收人員的簽章及日期。Receiving record must be signed and dated by all participating inspection personnel.

2.6.1.5 教育部補助款購買之圖書須列印教補款登錄簿。MOE subsidy register must be printed for books purchased using Ministry of Education subsidy.

2.6.2 財務處對帳：每月財務處提供清冊供本館核對。Controller's Division verifies accounting records: Controller's Division provides an inventory for Library to check every month.

3. 控制重點：Key Control Points:

3.1 推薦清單是否符合銘傳大學圖書館圖書資料推薦原則。Does recommendation list conform to Ming Chuan University Principles for Recommending Library Books?

3.2 圖書送書到館數量是否與交書清單符合。Does library book quantity delivered to the Library conform to Book Delivery Packing Slip?

3.3 採購流程是否符合銘傳大學圖書館館藏資源採購辦法。Do purchasing procedures conform to Ming Chuan University Procedures for Purchasing Library Books?

4. 使用表單：Forms Used:

4.1 新書推薦單 New Book Recommendation Form

4.2 訂購清單 Purchase Order

4.3 合約書 Contract

4.4 簽呈 Information Petition

文件名稱 Name of Document	內部控制制度-一般圖書資料採購、驗收及核銷 Internal Control Mechanism- General Library Books Purchasing, Receiving and Verification		
文件編號 Document No.	2161-001	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

4.5 交書清單 Book Delivery Packing Slip

4.6 黏貼憑證 Claim Voucher

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

5.1 銘傳大學圖書館圖書資源採購辦法 Ming Chuan University Procedures for Purchasing Library Books

5.2 銘傳大學圖書館圖書資料推薦原則 Ming Chuan University Principles for Recommending Library Books