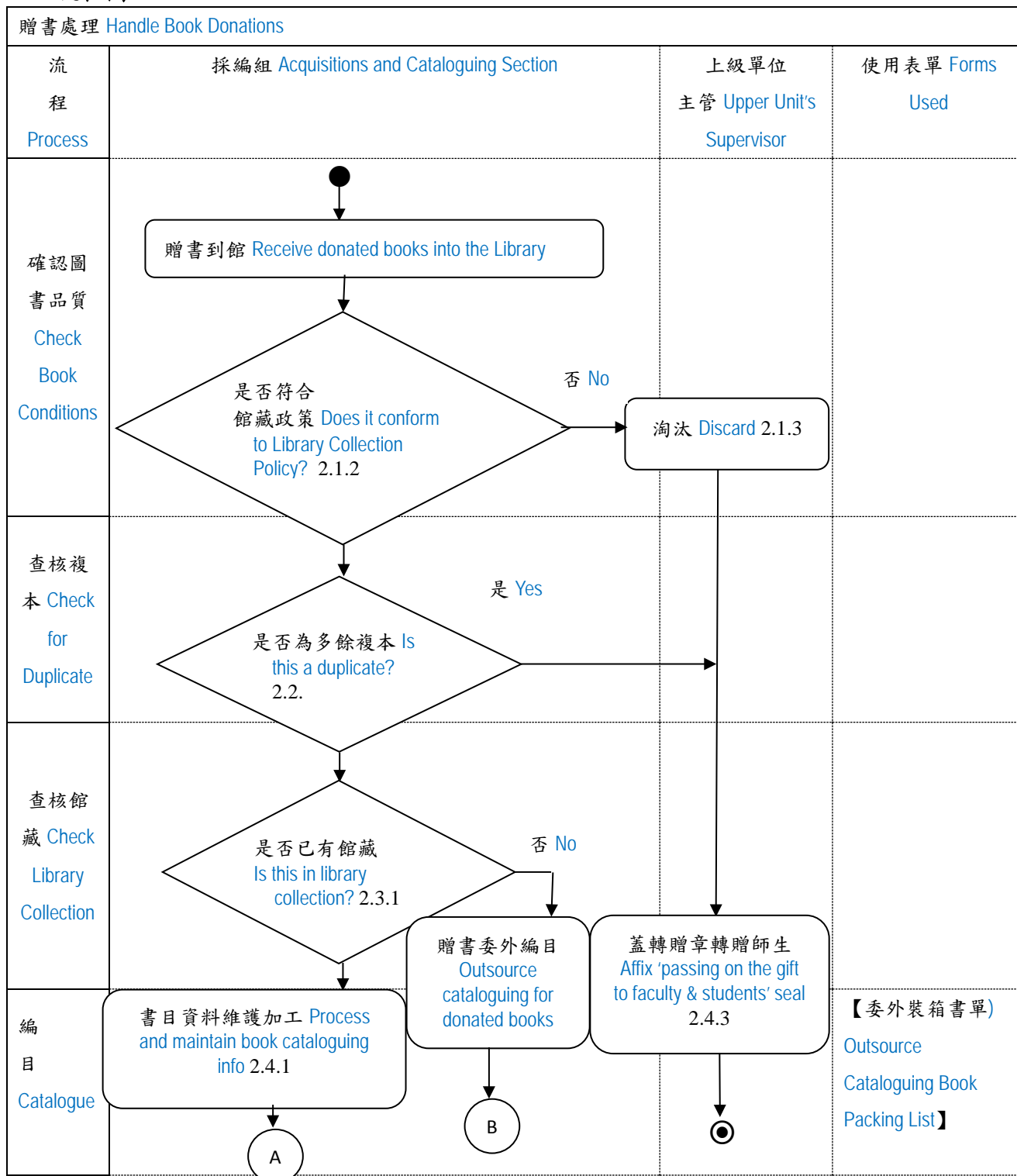


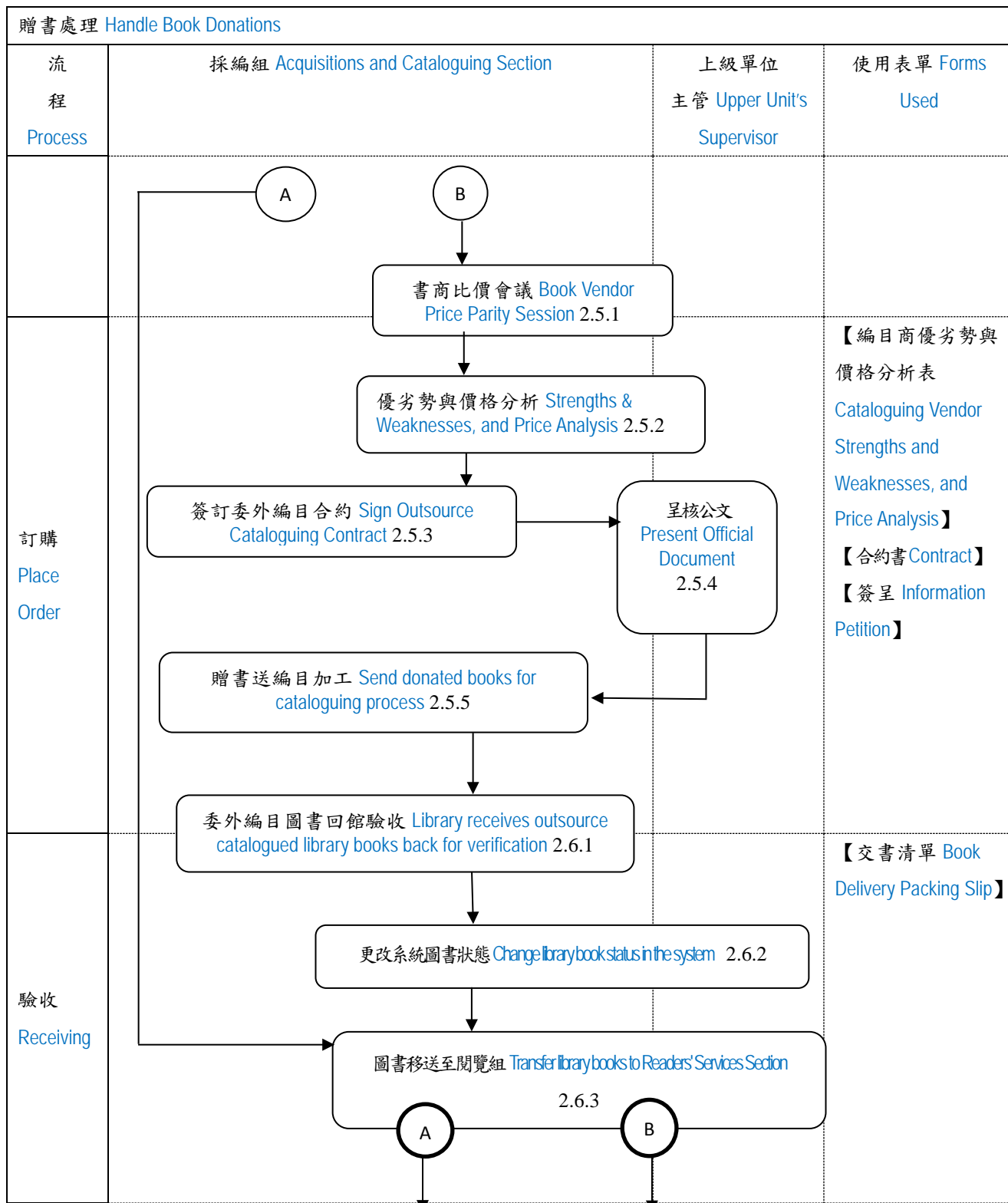
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文件編號 Document No.	2161-003	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

贈書處理 Handle Book Donations

1. 流程圖 Flow Chart



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贈書處理 Handle Book Donations			
流 程 Process	採編組 Acquisitions and Cataloguing Section	上級單位 主管 Upper Unit's Supervisor	使用表單 Forms Used
核銷 Verify			【黏貼憑證 Claim Voucher】

2. 作業程序：Operations Procedures:

2.1 確認贈書品質 Check Donated Book Conditions

2.1.1 處理到館贈書，贈書拆封並決定是否寫謝函。Handle books donated to the Library. Unseal the donated book and decide whether to write a Letter of Appreciation.

2.1.2 確認是否符合館藏政策，淘汰品質不佳，年代過久的贈書。Check if it conforms to library collection policy. Discard those in bad condition or outdated.

2.2 查核複本：Check for Duplicate:

2.2.1 查核是否為多餘複本 Check if this is a duplicate.

2.2.1.1 館內已有該書，如果內容良好，且出版年代新穎，贈書可考慮蒐入館藏，但館藏每種圖書以不超過一冊為原則。If the Library already has a copy, but it's a good book and newly published, it can be considered for the library collection in the principle of no more than one duplicate of any book.

2.2.1.2 淘汰多餘複本。Discard duplicates.

2.3. 查核館藏：Check Library Collection:

2.3.1 查核館藏是否有書目資料檔。Check if there's book cataloguing information in the library collection.

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2.3.2 有書目資料檔的圖書,館內自行書目資料維護與加工。If it's in the book catalogue file, the Library processes the book cataloguing on its own.

2.3.3 沒有書目資料檔的贈書委外處理,每種蒐錄以二冊為限。If it's not in the book catalogue file, outsource cataloguing for donated books is limited to two duplicates in the collection.

2.3.4 具有時效性的電腦、法律等書,如果無館藏,可蒐錄五年內的出版。If the library collection does not already have time-sensitive books such as in computer and law, these can be collected if they are published in the last five years.

2.4 編目 Catalogue

2.4.1 書目資料維護及加工,套書、連續性出版品及蒐入館藏的複本書,由館內自行在系統內維護書目資料及加工。Process and maintain book cataloguing information. In its system, the Library does its own processing and maintenance for book cataloguing information for book sets, book series, and for duplicates in the library collection.

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

2.4.3 贈書委外編目: Outsource Catalogue for Donated Books:

2.4.3.1 委外編目贈書裝箱並繕打裝箱清單,列印裝箱清單放入箱內,箱外以 A4 紙寫上箱號與冊數暫放於 402 室。Pack donated books for outsource cataloguing and type up the Packing List. Place printed Packing List inside of the box. Write the box number and number of items inside on a piece of A4 paper fixed to the outside of the box and temporarily place it in room 402.

2.4.3.2 做第二次複本查核,以裝箱清單與系統核對,確認是否有新的館藏或採購檔,如有則註記於清單上,並告知編目商不須編目。Check for duplicates a second time, comparing the Packing List and the system information. Confirm whether there are any new items in the library collection or in a purchasing file. If so, note on the list and inform the cataloguing vendor that there is no need to catalogue.

2.4.4 已淘汰之贈書,蓋轉贈章並集中放置圖書館二樓電腦查詢專區,供學生自由取閱。Affix "passing on the gift" seal on discarded donated books and place them in the Computerized Search Area on the Library's Second Floor for faculty and students to take freely.

2.5 訂購 Place Order

2.5.1 書商比價會議:委外編目圖書處理,洽適合編目商三家開比價會議。Book

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Vendor Price Parity Session: To handle outsource cataloguing of library books, contact three appropriate cataloguing vendors to conduct a price parity session.

2.5.2 再依據書商價格及分類編目品質，製作編目商優劣勢分析表，決定最適合之編目商承作。Prepare analysis of each outsource vendor's strengths and weaknesses according to book vendor's price and classified cataloguing quality to determine the most appropriate cataloguing vendor to take on this contract.

2.5.3 簽訂委外編目合約。Sign outsource cataloguing contract.

2.5.4 呈核公文。Present official document.

2.5.5 贈書送編目加工：Send donated books for cataloguing process:

2.5.5.1 編目商分類編目。Cataloguing vendor classifies and catalogues.

2.5.5.2 館員轉詳編檔及驗證，以便控制一書一號。Library staff transfer detailed catalogue file and verify that one book has only one cataloguing number.

2.5.5.3 編目商加工。Cataloguing vendor processes.

2.6 驗收 Receiving

2.6.1 委外編目圖書回館驗收：Library receives outsource catalogued library books back for verification:

2.6.1.1 核對清單及數量。Verify list and quantity.

2.6.1.2 核對價格。Verify price.

2.6.1.3 核對無誤後蓋驗收日期章。Upon finding no discrepancies, affix 'received date' seal.

2.6.1.4 核對書和系統裡的編目資料是否相符。Check if book and system cataloguing information are the same.

2.6.2 更改系統圖書狀態。Change library book status in the system.

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

2.7 核銷 Verify

2.7.1 核銷作業：Verification Operations:

2.7.1.1 使用粘貼憑證將交書清單及發票等資料核銷，憑證上註明「用途說明」。A claim voucher is used to verify, and must have Book Delivery Packing Slip and Invoice attached, and indicate the purpose.

2.7.1.2 核銷時由經辦人、採購、驗收人、管保、出納、單位主管、會計主任及校長簽名(或蓋章)及加註日期。Upon verification, responsible library staff, purchasing staff, inspector, inventory control, Bursar Section, unit supervisor, Controller, and President should sign or seal with date.

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2.7.2 財務處對帳。 Controller's Division verifies accounting records.

3. 控制重點：Key Control Points:

3.1 贈書是否破損、年代過久、館藏數目超量。 Is donated book damaged, outdated, or in excess for the library collection?

3.2 委外編目品質是否符合本館規定。 Does outsource cataloguing quality conform to the Library regulations?

4. 使用表單：Forms Used:

4.1 委外裝箱書單 Outsource Cataloguing Book Packing List

4.2 編目商優劣勢價格分析表 Cataloguing Vendor Strengths and Weaknesses, and Price Analysis

4.3 合約用印簽呈 Contract Use Seal Official Document

4.4 合約書 Contract

4.5 交書清單 Book Delivery Packing Slip

4.6 核銷單 Verification Sheet

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

5.1 銘傳大學圖書館受贈圖書資料原則 Ming Chuan University Library Principles of Receiving Donated Library Materials