

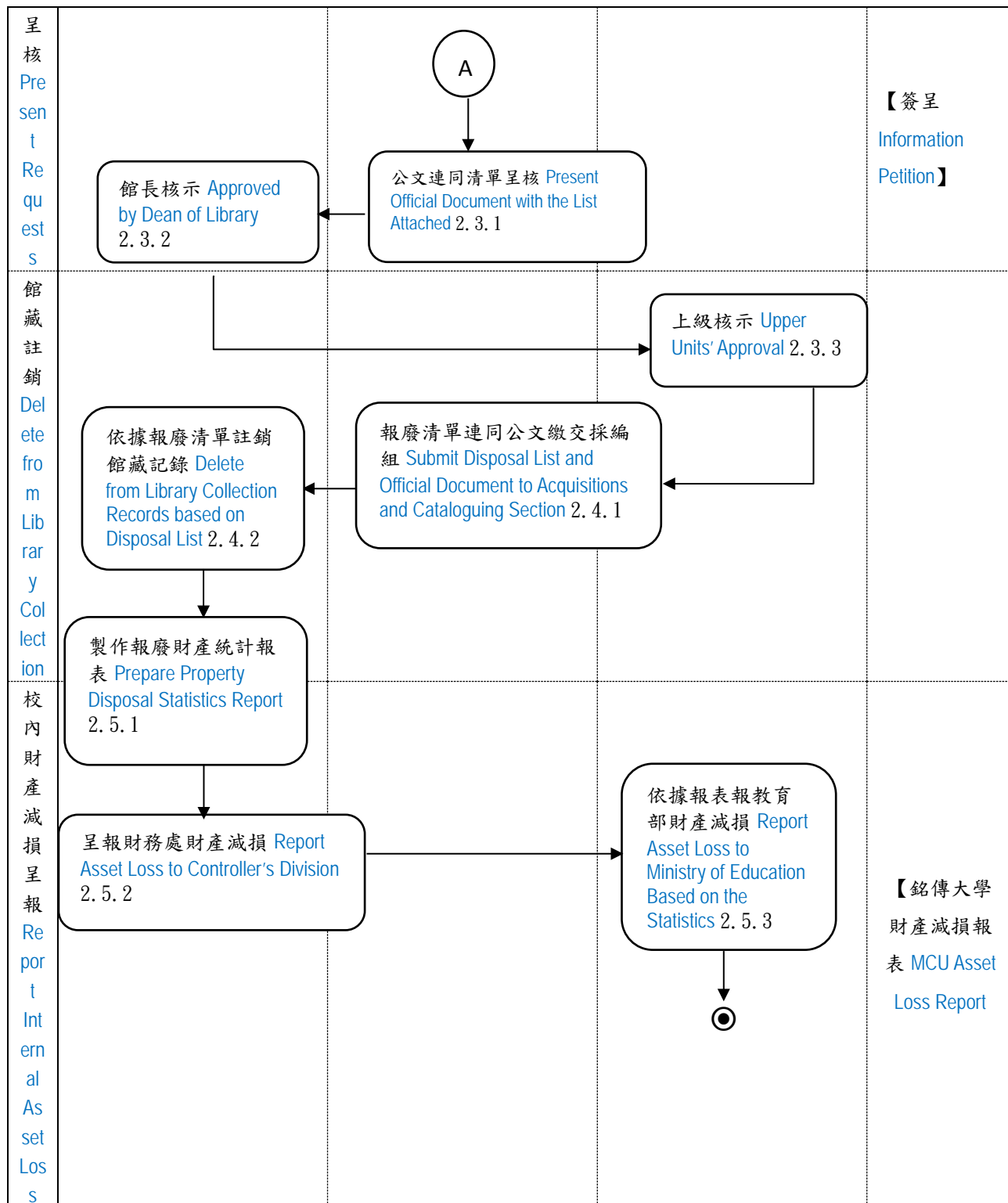
文件名稱 Name of Document	內部控制制度-館藏報廢作業 Internal Control Mechanism- Library Collection Disposal Procedures		
文件編號 Document No.	0711-003	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

館藏報廢作業 Library Collection Disposal Procedures

1. 流程圖 Flow Chart

報銷作業 Disposal Procedures				
流程 Processes	採編組/館長 Acquisitions and Cataloguing Section/ Dean of the Library	閱覽組 Readers' Services Section	財務處/上級單位 Controller's Division/ Upper Units	使用表單 Forms Used
蒐集待報廢圖書資料 Collect Information on Library Materials to be Disposed of		<pre> graph TD Start(()) --> B1[讀者遺失或毀損書 User Loses Book or the books are damaged 2.1.1] B1 --> B2[破損書 Book is Damaged 2.1.2] B2 --> B3[盤點下落不明, 5年以上尋找不到 Take Stock of Library Materials that have been Missing and not Found for 5 Years] B3 --> B4[不具學術價值 Has No Academic Value 2.1.4] B4 --> B5[10年以上舊版圖書 Old Editions of Materials over 10 Years Old 2.1.5] B5 --> B6[製作圖書報廢清單 Prepare Library Materials Disposal List 2.2] B6 --> A((A)) </pre>		
清單 List				【圖書報廢清單 Library Materials Disposal List】

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2. 作業程序：Operations Procedures:

2.1. 蒐集待報廢圖書資料：蒐集以下情況之圖書資料列為報廢對象。Collect information on the library materials to be disposed of: Materials that can be disposed of include the following:

2.1.1. 讀者借閱後遺失或毀損之圖書資料，經證實已無法購得者。Library materials that user has lost or damaged for which there is proof that they are no longer available for purchasing.

2.1.2. 館藏中破損不堪使用之圖書資料。Library materials that are too damaged to be used.

2.1.3. 盤點下落不明之圖書資料，經 5 年仍未找到者。Take stock of library materials that have been missing for five years and cannot be found.

2.1.4. 不具學術價值或已失時效者，但珍貴圖書不在此限。Library materials that have no academic value or are out of date, but valuable books are not thus restricted.

2.1.5. 舊版圖書超過 10 年，內容已被館藏新版圖書涵蓋者。Old editions of library materials that are more than ten years old for which the contents are now covered by new editions in the library collection.

2.2. 製作報廢清單 Prepare Disposal List

2.2.1. 依欲報廢圖書狀態製作待報廢圖書清單。Prepare list of library materials to be disposed of according to the status of these materials.

2.3. 呈核 Present Requests

2.3.1. 報廢公文連同清單呈核。Present official document for disposal with the list attached.

2.3.2. 報廢清單呈報館長核示。Present Disposal List for Dean of Library's approval.

2.3.3. 報廢清單呈報上級單位核示。Present Disposal List to the relevant upper units.

2.4. 館藏註銷 Delete from Library Collection

2.4.1. 核可之報廢清單連同公文複本一起送交採編組，閱覽組留存公文正本。Upon approval, deliver Disposal List along with a copy of the official document to Acquisitions and Cataloguing Section; Readers' Services Section keeps the original official document.

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2.4.2. 採編組於自動化系統內註銷館藏記錄。Acquisitions and Cataloguing Section deletes library collection records in automated system.

2.5. 校內財產減損呈報 Report Internal Asset Loss

2.5.1. 採編組依據報廢清單統計金額及數量，製作校內財產減損報表。Acquisitions and Cataloguing Section prepares internal asset loss report based on monetary amounts and quantities according to the Disposal List.

2.5.2. 財產減損報表連同公文呈報財務處財產減損。Report asset loss with an official document to Controller's Division.

2.5.3. 財務處依據報表報教育部財產減損。Controller's Division reports asset loss to the Ministry of Education according to the Asset Loss Report.

3. 控制重點 Key Control Points:

3.1. 館藏報廢是否依據相關的報廢辦法辦理。Is library collection disposal dealt with based on relevant disposal regulations?

3.2. 每年報廢的數量及金額是否合乎相關規定。Do annual disposal quantities and monetary amounts conform to relevant regulations?

4. 使用表單 Forms Used:

4.1. 圖書報廢清單 Library Materials Disposal List

4.2. 銘傳大學財產減損報表 Ming Chuan University Asset Loss Report

4.3. 簽呈 Information Petition

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

銘傳大學圖書館館藏淘汰實施要點。Ming Chuan University Library Materials Disposal Guidelines