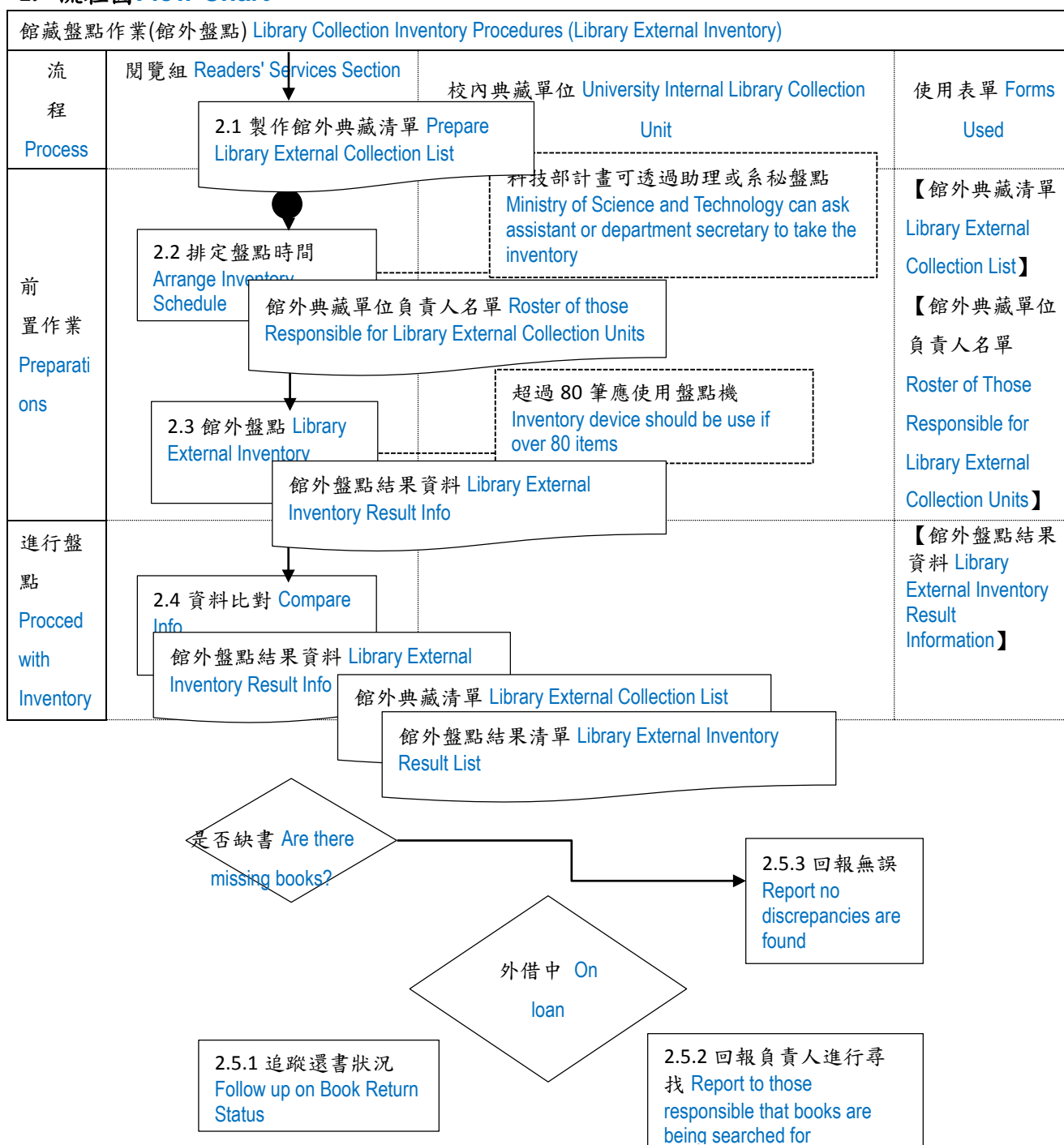


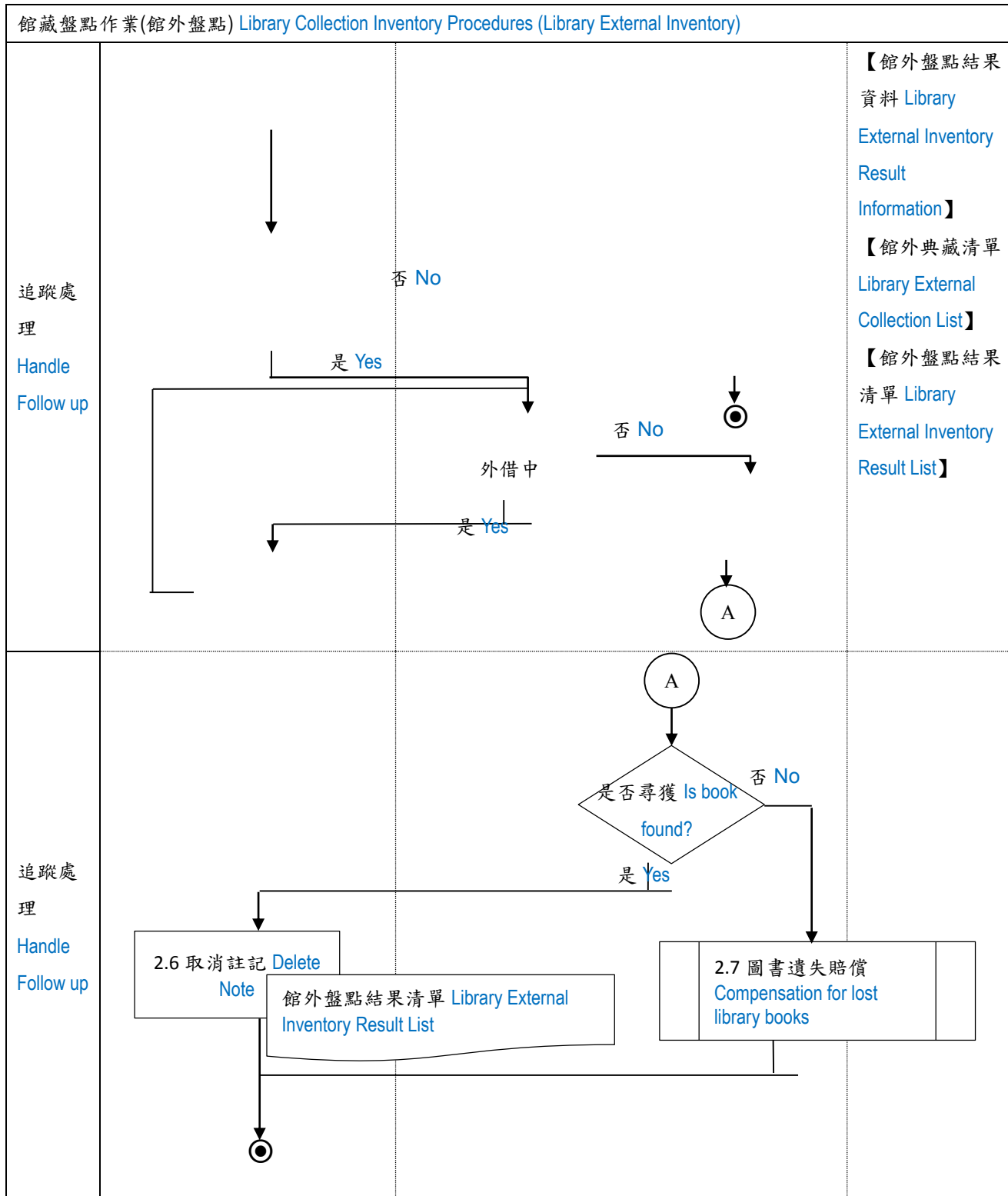
文件名稱 Name of Document	內部控制制度-館藏盤點作業(館外盤點) Internal Control Mechanism- Library Collection Inventory Procedures (Library External Inventory)		
文件編號 Document No.	0721-002	版次 Edition	V3.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2014/11/19

館藏盤點作業(館外盤點) Library Collection Inventory Procedures (Library External Inventory)

1. 流程圖 Flow Chart



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## 2. 作業程序：Operations Procedures:

- 2.1. 製作館外典藏清單。Prepare Library External Collection List.
- 2.2. 與館外各館藏負責人排定盤點日期、時間。因科技部計畫借出之館藏，若無法直接聯絡借閱者本人，可連絡研究助理或系所秘書代為盤點。Arrange inventory date and time with those responsible for library external collection. If Library cannot directly contact the borrowers of books from a Ministry of Science and Technology project, it can ask the research assistant or department secretary to take the inventory.
- 2.3. 館員到館外典藏單位進行盤點。盤點項目超過 80 筆時，應使用盤點機，減少人工計算誤差。Library staff proceed with inventory in external library collection units. If there are more than 80 items to be inventoried, an inventory device should be used to reduce manpower errors.
- 2.4. 比對資料，產生館藏盤點結果清單。Compare information to generate Library Collection Inventory Result List.
- 2.5. 聯絡館藏負責人。Contact person responsible for library collection.
  - 2.5.1. 有缺書狀況，與負責人確認館藏為借閱中，註記應還日期，追蹤還書狀況。If there is a missing book, and the person responsible confirms it has been checked out, note the return date and follow up on the book return status.
  - 2.5.2. 有缺書狀況，與負責人確認館藏並非借閱中，通知館藏負責人進行尋找。If it's a missing book, and the person responsible confirms it has not been checked out, notify that person to look for it.
  - 2.5.3. 若無缺書，回報無誤。If there are no missing books, report no discrepancies are found.
- 2.6. 館藏負責人若找到圖書資料，通知盤點負責人，取消狀態註記。If person responsible finds the missing library books, notify the inventory supervisor to delete the note from the inventory record.
- 2.7. 確定遺失圖書資料，依照『圖書遺失賠償辦法』處理。If library materials are confirmed as lost, this is handled according to Fines and Compensation Procedures for Lost Library Materials.

## 3. 控制重點：Key Control Points:

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- 3.1 盤點查核書目與實際書目是否符合。Does inventory check of book information conform to actual book records?
- 3.2 除藉由系統比對之錯誤狀態外，是否以人工輔助加以判斷。Besides using systemic comparison to discover mistaken status, should additional manpower be used to make a determination?

#### 4. 使用表單：Forms Used:

- 4.1 館外典藏單位負責人名單 Roster of Those Responsible for Library External Collection Units
- 4.2 館外盤點暨分析總表 Library External Inventory and Overall Analysis
- 4.3 館外盤點狀態清單 Library External Inventory Status List

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

- 5.1 銘傳大學圖書館所屬館外資料管理辦法 Ming Chuan University Procedures for Managing Library Materials in Collections Outside Library
- 5.2 圖書資料賠償辦法 Fines and Compensation Procedures for Library Materials