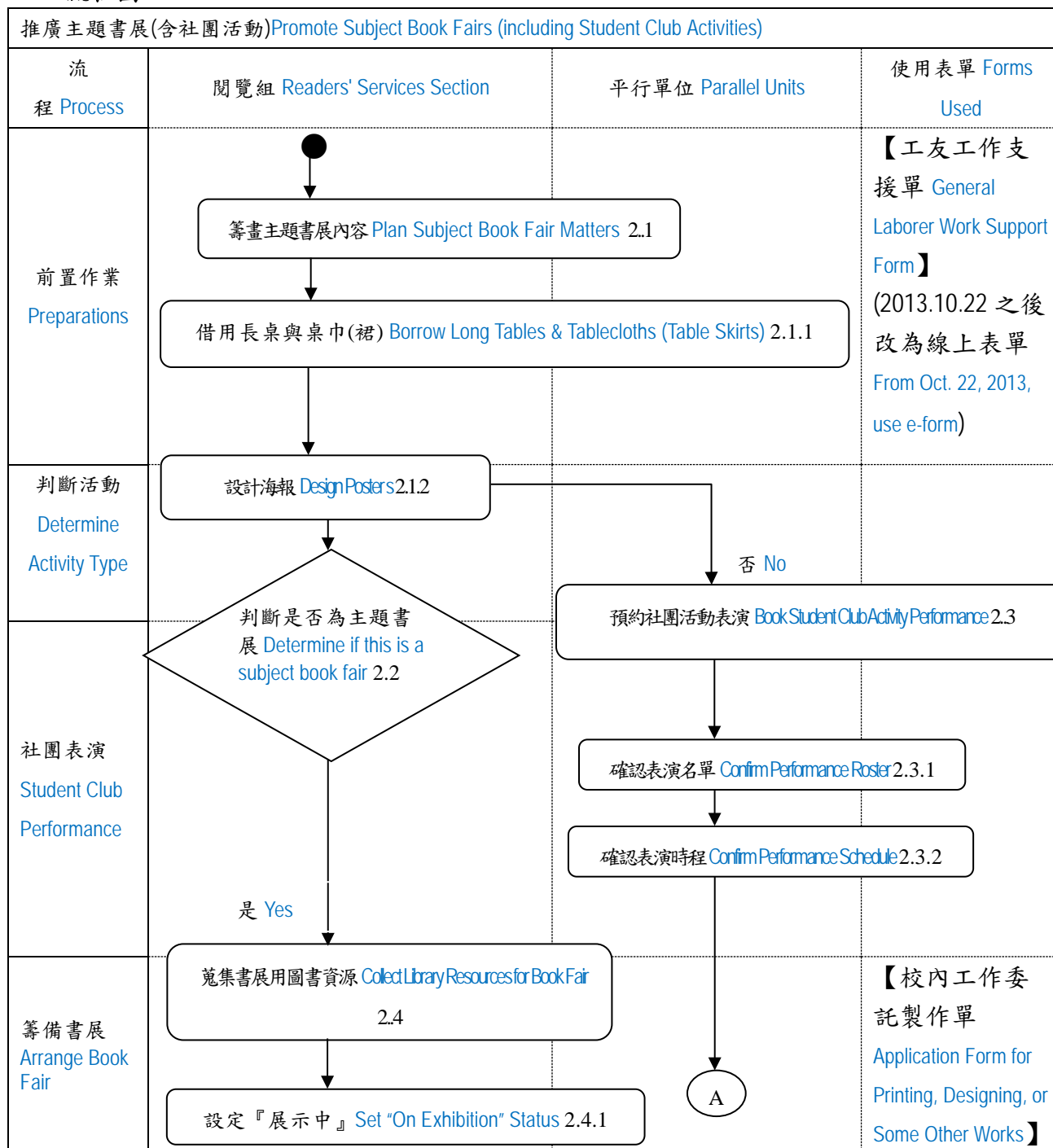


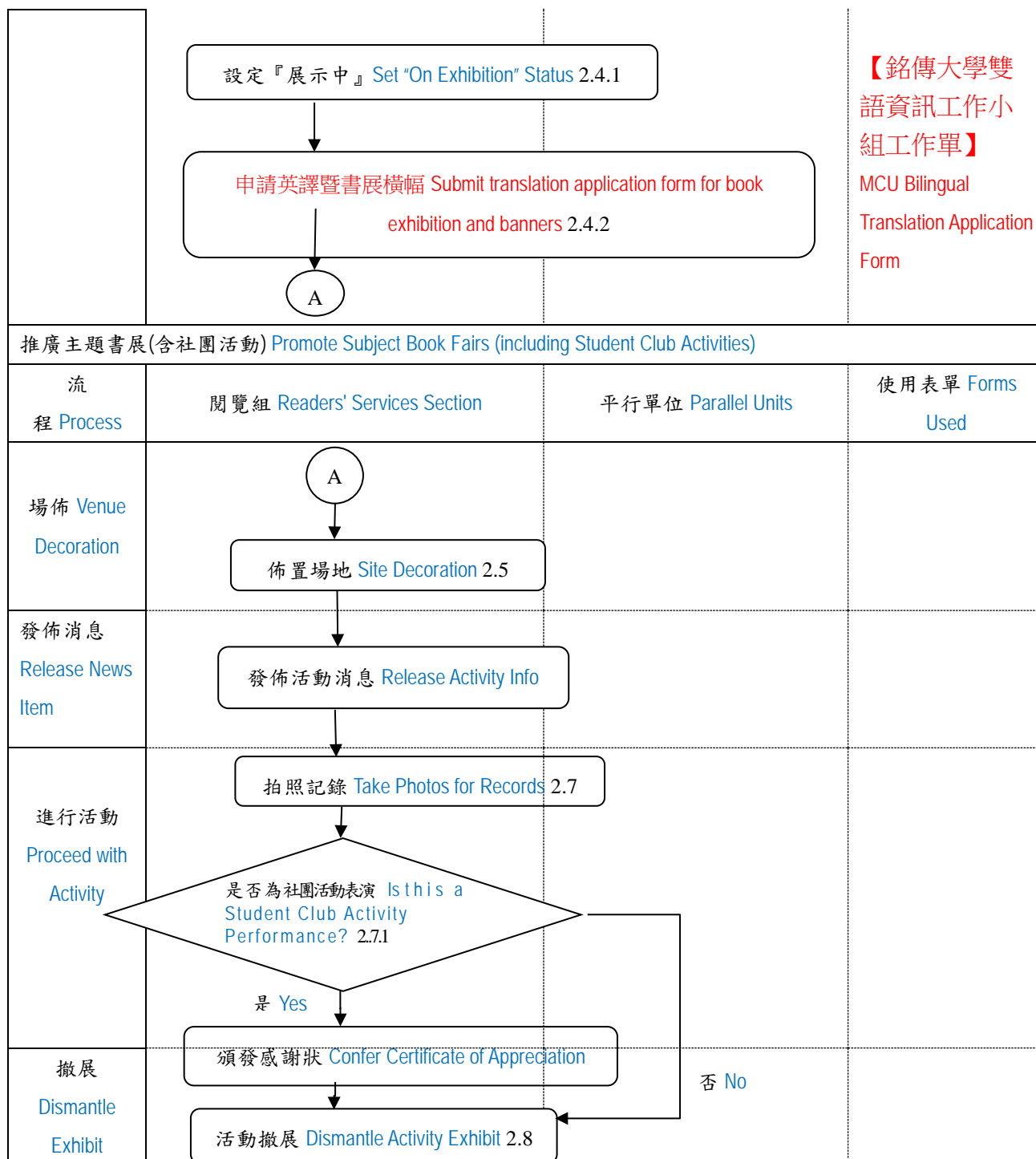
文件名稱 Name of Document	內部控制制度-推廣主題書展(含社團活動) Internal Control Mechanism- Promote Subject Book Fairs (including Student Club Activities)		
文件編號 Document No.	0711-002	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

推廣主題書展(含社團活動)Promote Subject Book Fairs (including Student Club Activities)

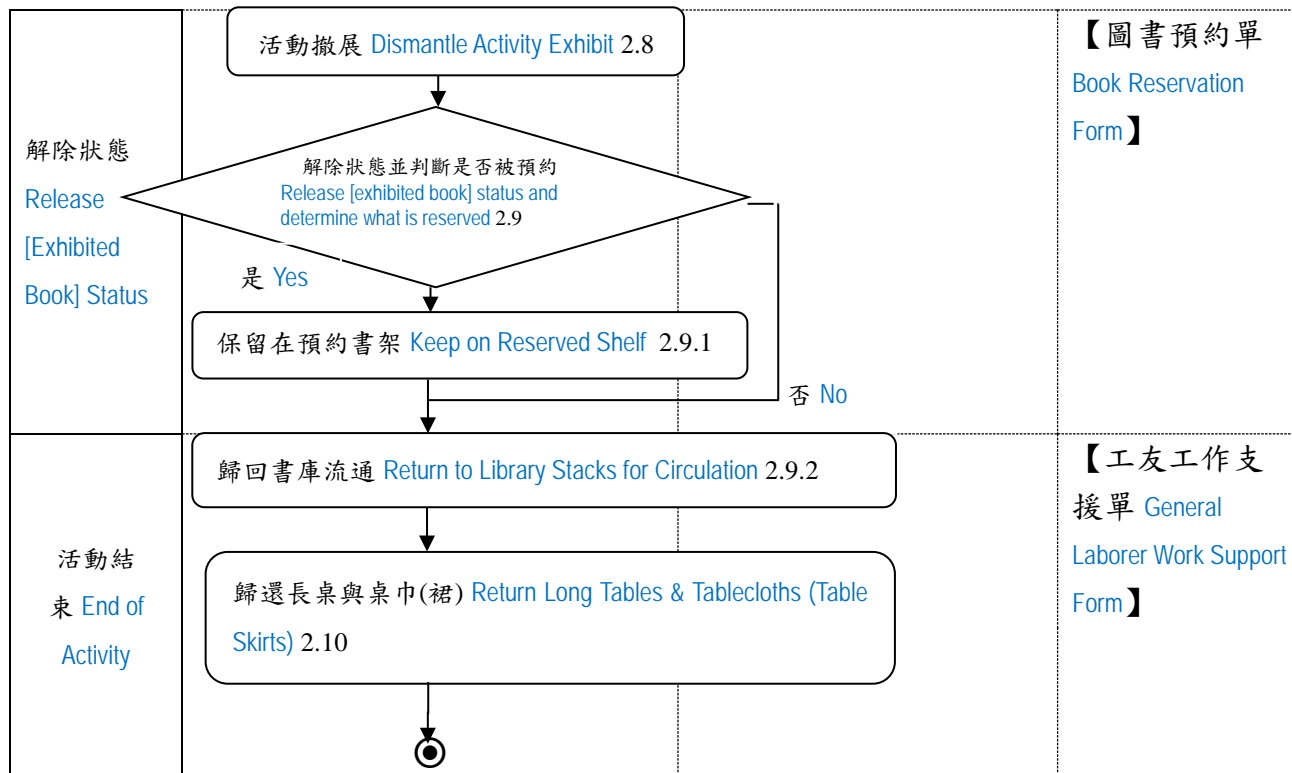
1. 流程圖Flow Chart



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2. 作業程序：Operations Procedures:

2.1 每學期開學前籌劃主題書展項目與時程。Plan subject book fairs and schedules before classes begin every semester.

2.1.1 申請電子表單『工友工作支援單』借用長條桌暨桌巾、桌裙。(原為紙本申請表單,自 2013.10.22 改為電子表單) File General Laborer Work Support Form online to borrow long tables, tablecloths, and table skirts. (Originally, the application form was a hardcopy; it changed to e-form on October 22, 2013.)

2.1.2 設計主題書展暨社團活動海報。Design posters for subject book fairs and student club activities.

2.2 判斷活動性質屬於主題書展或是社團活動表演。Determine whether this is a subject book fair or a student club activity performance.

2.3 預約暨安排社團活動表演。Book and arrange student club activity performance.

2.3.1 委請課外活動指導組接洽各社團,提供可到館表演之社團名單。Ask Extracurricular Activities Section to contact student clubs to provide list of student clubs performances available.

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- 2.3.2 聯繫社團活動負責人，確定社團表演日期與時間。Contact the person in charge of the student club's activities to confirm performance date and time.
- 2.4 蒐集主題書展用之各式圖書資源(如紙本圖書、多媒體資源)。Collect various library resources (such as hardcopy library books and multimedia resources) for subject book fairs.
- 2.4.1 整理主題書展用書，並設定圖書資源為『展示中』之狀態。Organize books for subject book fairs and set these library resources to “On Exhibition” status.
- 2.4.2 填寫『銘傳大學雙語資訊工作小組工作單』和『銘傳大學基河行政處創意設計組校內工作委託製作單』英譯活動內容和委託創意設計組輸出主題書展活動橫幅。Fill in MCU Bilingual Translation Application Form for translating the content of the activities and MCU Jihe Complex Administration Division Creative Design Section On-campus Application Form for Design of the banners for book exhibitions.
- 2.5 布置主題書展活動場地。Decorate the subject book fair venue.
- 2.6 發佈主題書展或社團活動表演訊息(圖書館網頁、銘傳一週)。Release subject book fair or student club activity performance news and information (on Library website, MC Weekly).
- 2.7 拍照紀錄現場書展(或社團表演)活動。Take pictures to record the live book fair (or student club performance) activities.
- 2.7.1 判斷活動性質是否為社團表演。Determine if it's a student club performance.
- 2.7.2 頒發感謝狀給負責社團表演同學以資獎勵。Confer Certificate of Appreciation to reward club students.
- 2.8 主題書展或表演活動結束，撤展復原場地。At the end of subject book fair or performance activity, dismantle and restore the site.
- 2.9 解除展出圖書資源『展示中』之狀態，並判斷該物件是否被讀者預約。Release “On Exhibition” status of library resources that were on display and determine if items are reserved.
- 2.9.1 被預約之圖書資源，保留在預約書架上。Keep the reserved library resources on reserved shelf.
- 2.9.2 未被預約之圖書資源則全數歸回書庫流通。Return all unreserved library resources materials to library stacks to resume circulation.
- 2.10 學期末申請電子表單『工友工作支援單』歸還長條桌暨桌巾、桌裙。File online General Laborer Work Support Form at the semester end to return long tables, tablecloths, and tables skirts.

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3. 控制重點：Key Control Points:

- 3.1 制定主題書展活動是否切合時宜與主流議題。Are subject book fair activities timely and related to mainstream issues?
- 3.2 海報是否在書展活動(含社團表演)前輸出完畢。Were posters produced before book fair activities began (including student club performances)?
- 3.3 橫幅是否在書展活動前送出申請。Were banner applications sent prior to book fair activities?
- 3.4 是否於舉辦書展活動(含社團表演)前公告訊息 Was news and information announced prior to book fair activities (including student club performances)?
- 3.5 是否拍攝紀錄書展活動(含社團表演)。Were book fair activities (including student club performances) photographed for the record?
- 3.6 是否將展出中之圖書資源設定為『展示中』之狀態。Were displayed library resources set to “On Exhibition” status?

4. 使用表單：Forms Used:

- 4.1. 銘傳大學雙語資訊工作小組工作單。MCU Bilingual Translation Application Form
- 4.2. 銘傳大學基河行政處創意設計組校內工作委託製作單。Ming Chuan University, Jihe Complex Administration Division, Creative Design Section Application Form for Printing, Designing, or Some Other Works
- 4.3. 圖書預約書單。Book Reservation Form
- 4.4. 桃園校區工友工作支援單。Taoyuan Campus General Laborer Work Support Form

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

- 5.1. 銘傳大學行事曆。Ming Chuan University Calendar
- 5.2. 推廣主題書展(含社團活動)項目表。Promotion of Subject Book Fairs (including Student Club Activities) List