
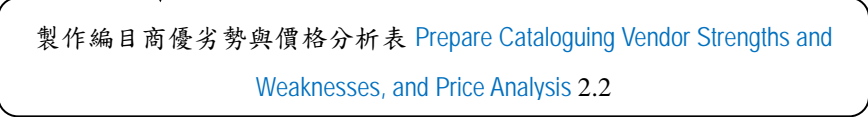

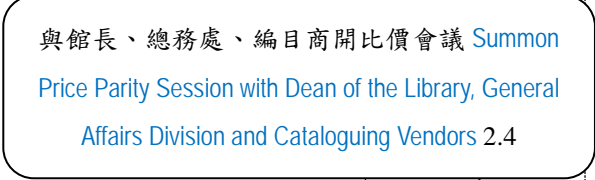




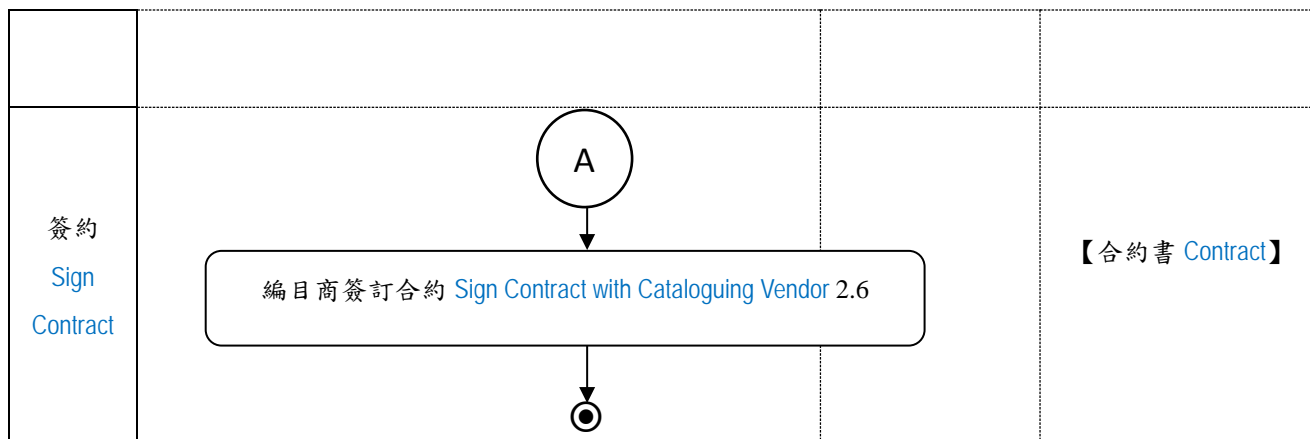
文件名稱 Name of Document	內部控制制度-召開贈書委外編目比價會議 Internal Control Mechanism- Summon Donated Book Outsource Cataloging Price Parity Session		
文件編號 Document No.	2161-004	版次 Edition	V4.0
提案單位 Proposing Unit	圖書館 Library	生效日期 Effective Date	2016/04/28

召開贈書委外編目比價會議 Summon Donated Book Outsource Cataloging Price Parity Session

1. 流程圖 Flow Chart

召開贈書委外編目比價會議 Summon Donated Book Outsource Cataloging Price Parity Session			
流程 Process	採編組 Acquisitions and Cataloguing Section	平行/上級單位 Parallel/ Upper Units	使用表單 Forms Used
詢價 Quotation Request	 		【編目商優弱勢與價格分析表 Cataloguing Vendor Strengths and Weaknesses, and Price Analysis】
比價會議 Price Parity Session	 		【比價會議簽呈 Official Document for Price Parity Session】
呈批公文 Present Official Document	 		【合約用印簽呈 Contract Use Seal Official Document】

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2. 作業程序：Operations Procedures:

2.1 向各編目商詢價：Cataloguing Vendor Quotation Request:

2.1.1 洽適合之合作書商報價。Make contact with an appropriate cooperating cataloguing vendors.

2.2 製作編目商優弱勢與價格分析表。Prepare Cataloguing Vendor Strengths and Weaknesses, and Price Analysis.

2.3 呈核校方編目商比價會議公文：Submit Official Document for Cataloguing Vendor Price Parity Session:

2.3.1 一百萬以上委外編目處理，呈核校方編目商比價會議公文。If outsource cataloguing exceeds NT\$1 million, submit official document for cataloguing vendor price parity session.

2.4 召開編目商比價會議：Summon Price Parity Session with Cataloguing Vendors:

2.4.1 總務處採購組長出席會議。Purchasing Section Chief of General Affairs Division attends the session.

2.4.2 編目商出席會議，現場可再做一次報價。Cataloguing vendors attend the session and can requote a price once during the session.

2.4.3 考量編目商報價及分類編目品質，決定最適合之編目商承作。Determine the most appropriate cataloguing vendor to take on the case after consideration of vendor's quotation and classified cataloguing quality.

2.4.4 製作正式編目商優勢分析表及合約書。Prepare official Cataloguing Vendor Strengths and Weaknesses Analysis and Contract.

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2.5 呈核校方比價結果與學校簽約蓋印公文。 Submit official document presenting price parity results and requesting university seal use for signing a contract.

2.6 簽訂合約。 Sign a contract.

3. 控制重點：Key Control Points:

3.1 遴選委外編目商是公平、公正及公開。 Is selection of outsource cataloging vendors fair, just and open?

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

4. 使用表單：Forms Used:

4.1 比價會議簽呈 Official Document for Price Parity Session

4.2 編目商優劣勢價格分析表 Cataloging 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

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