

# 元智大學圖書財產保管異動申請單

## Yuan Ze University Library Property Management Form

申請日期 Fill in Date	年(yyy)      月(mm)      日(dd)	申請單號 Application No.	(由圖書館填寫) (Fill in by Library)		
財產名稱 Property Name	資料類型 Data Type	<input type="checkbox"/> 圖書 Book <input type="checkbox"/> 附件 Accessory <input type="checkbox"/> 視聽 Audio-Visual <input type="checkbox"/> 其他 Others	財產編號 Property No.	數量(冊/件) Quantity	(請附清單) (Attach the list)
[以下欄位請依需求擇一勾選填寫 Please select and fill in one of the following fields as needed]					
<input type="checkbox"/> 圖書財產移轉 <b>Library Property Transfer</b>			<input type="checkbox"/> 圖書財產報廢 [使用年限達5年以上才可申請報廢] <b>Library Property Disposal [Disposal can only be applied for items used for more than 5 years]</b>		
移出單位 Transfer from	保存地點 Location		保存地點 Location		
	保管人 Custodian		保管人 Custodian		
	單位主管 Head of Dept.		單位主管 Head of Dept.		
移入單位 Transfer to	保存地點 Location		圖書管理組經辦 Library stamp	承辦人/日期(館藏撤架日期) Librarian & Date of withdrawal	
	保管人 Custodian			圖書委員會議(備查)日期 Library Committee (reference) date	
	單位主管 Head of Dept.			館藏報廢日期 Disposal Date	
圖書管理組經辦 Library stamp	承辦人/日期 Librarian & Date			主管簽章 Head of Library Management Division	
	主管簽章 Head of Library Management Division				
說明 Details	<ol style="list-style-type: none"> <li>1. 本表單由申請移出(入)或報廢單位填寫，並自行完成點收後，連同圖書清冊送交圖書館。 This form is filled out by the applying department/unit for property transfer or disposal and should be completed after the inventory. It should be submitted to the library along with the booklist.</li> <li>2. 圖書館完成資料更新後，影本擲回移出(入)/報廢單位。 After the library completes the data update, a copy of the form will be returned to the applying unit.</li> <li>3. 單位內保管人異動時亦須填寫。 This form should also be filled out when there are changes in the custodian within the unit.</li> </ol>				