文藻外語大學圖書館桌遊外借登記表
Wenzao Library Tabletop Games Checkout Form

借用人姓名： Borrower's Name	證號： Wenzao ID. No.
單位/班級： Department/Class	連絡電話： Phone Number
桌遊名稱： Title of Tabletop Game	

內容物條碼 Barcode of Each Game Parts	數量 Quantity	借出狀況 （借用人填寫） Condition of Game Set Prior to Check out (to be filled out by borrower)	歸還狀況 （借用人填寫） Condition of Game Set After Return (to be filled out by borrower)
		☐良好 ☐缺損 ☐Good ☐Defect	☐良好 ☐缺損 ☐Good ☐Defect

※借出狀況 （借用人填寫）

※Condition of tabletop game set before check (For Borrower's Info and Signature)

請借用人清點內容，並於上方勾選「借出狀況」之欄位；若有缺損請於現場立即告知館方服務人員。

Please count the game parts or pieces to ensure the completeness of game set and confirm the condition of game prior to check out. If any defect is found, please inform the library staff immediately at the site.

缺損狀況說明：
Description of Defect

借用人簽章：
Signature of Borrower

確認日期：
Date

※歸還狀況 （借用人與館方人員填寫）

※Condition of tabletop game set after return (For Both Borrower and Library Staff)

請借用人與館方服務人員一同清點內容物件，並於上方勾選「歸還狀況」之欄位；若有缺損，請依「文藻外語大學圖書館管理辦法」規定辦理遺失或毀損賠償事宜。

Both of the borrower and library staff should count the game parts or pieces to ensure the completeness of game set and confirm the condition of game after return. If there is any defect, the borrower shall be responsible for the replacement of any loss or damage in accordance with *Wenzao Ursuline University of Languages Library Regulations and Loan Policies*.

借用人簽章：
Signature of Borrower

確認日期：
Date

館方人員簽章：
Signature of Library Staff

確認日期：
Date

☐歸還內容物件無誤。
☐No Defect After Return

☐歸還內容物件缺損。（館方人員填寫）
☐Defect After Return (For Library Staff)

缺損狀況說明：
Description of Defect