

文藻圖書館流通問題處理表

Library Patron Claims / Request Form

日期 Date	經手人 Staff	<input type="checkbox"/> 聲稱未借 Claims Did Not Check Out <input type="checkbox"/> 聲稱已還 Claims Returned	
姓名 Name	學號/證號 Wenzao ID	<input type="checkbox"/> 尋書 Item Search Request (僅限本校教職員工生，15個工作天內尋找3次 若在___月___日前未尋獲，就不用通知)	
電話 Phone	E-mail	<input type="checkbox"/> 尋書，館藏地在_____樓罕用書區 Request Closed Stack Item(s)	
書名 Title			
條碼 Barcode		索書號 Call Number	
處理日期/狀況 Search Process		<input type="checkbox"/> 尋獲 <input type="checkbox"/> 未尋獲	<input type="checkbox"/> 尋獲 <input type="checkbox"/> 未尋獲
		<input type="checkbox"/> 尋獲 <input type="checkbox"/> 未尋獲	<input type="checkbox"/> 尋獲 <input type="checkbox"/> 未尋獲
		<input type="checkbox"/> 尋獲 <input type="checkbox"/> 未尋獲	<input type="checkbox"/> 尋獲 <input type="checkbox"/> 未尋獲
處理結果 Search Result			
<input type="checkbox"/> 本人已充分了解，聲稱未借、聲稱已還之書籍資料經圖書館協尋6次且本人亦無法尋獲時，圖書館得依書籍賠償相關辦法向本人求償（含相關逾期罰款）。賠償手續未完成之前，圖書館可停止本人各項相關權益。			
<input type="checkbox"/> I fully understand the procedures of library patron Claims Returned or Claims Did Not Checked Out, which the library staff will complete 6 searches from the date my claim is received and the item(s) claimed must remain on my account throughout the search process. If the library search result proves unsuccessful, I acknowledge that I am responsible for the replacement of the item(s) including any overdue fees. Before the replacement procedure is completed, my library account is blocked and my borrowing privileges are suspended.			
簽名 Signature :			

※注意事項 Please note :

1. 聲稱已還或未借之借閱記錄將持續保留，直到書籍資料尋獲，或由借閱人完成賠償。
This form will NOT remove the claim item from your current checkout list till the item in question is found or replaced.
2. 本表單所填寫之個人資料在處理完畢後，本館將會銷毀，不予保留。
The collection of personal information on this form is used for the purposes of providing library services. This form will be destroyed upon completion of processing.