

開南大學圖書館館藏長期借閱單

KAINAN Library Long Loan Application Form for Collection

申請日期(Date)：		申請系所/單位： (Department/Section)	
擬歸還日期(Return Date)：			
擬申請長期借閱之館藏資料 (Book Data for Long Loan Application)			
序號 (No.)	書 名 (Title)	冊數 (Volume)	用途 (Purpose)
1			
2			
3			
4			
5			
借閱單位 (Borrower)		圖書館(Library)	
系所/單位主管： (Director of Department/Section)	承辦人員(Undertaker)：	承辦人員(Undertaker)：	

注意事項 Descriptions：

1. 中外文書籍圖書館將於三個工作天內完成編目。三個工作天後將通知原單位取書，屆時請填妥本單，並請附上書籍明細。
The library will finish all cataloging for all Chinese and foreign languages books within 3 days, and will inform the departments to fill in the application form with details about books and take them back.
2. 借閱單位應盡保管責任，若有遺失需依圖書原價賠償。
The borrowing unit should the completely responsibility, if has losing to depend on the books initial cost compensation.