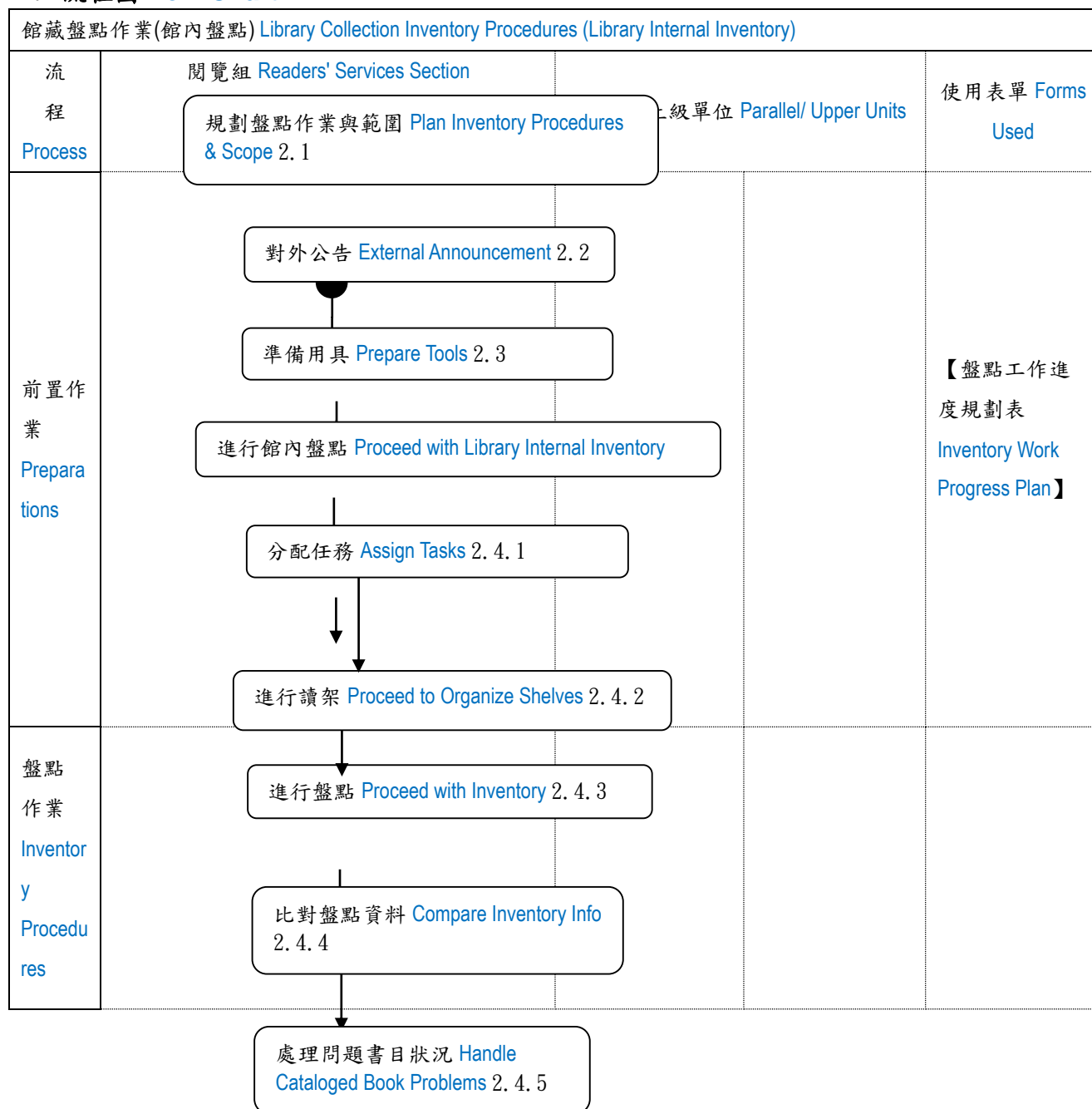


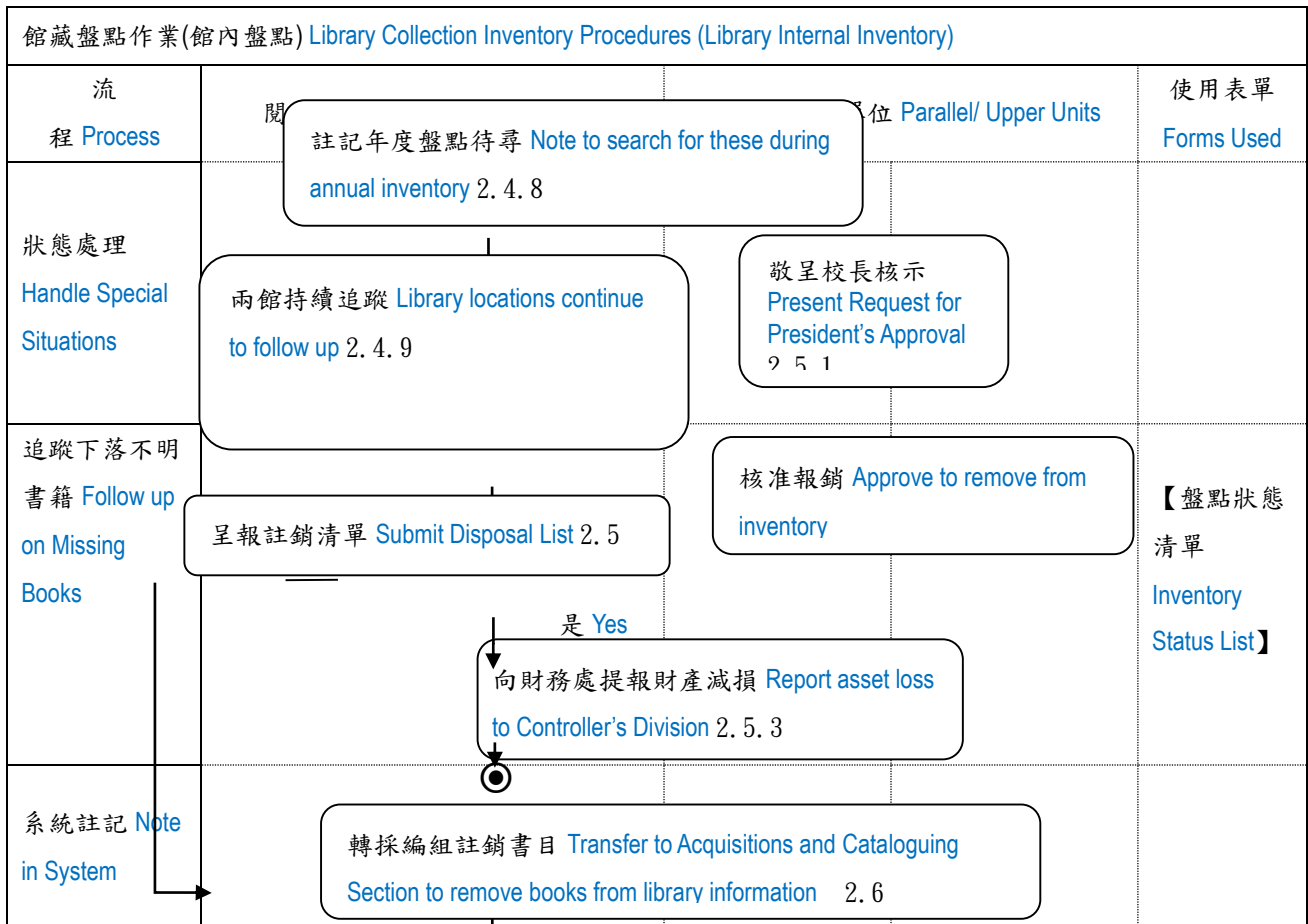
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| 文件名稱 Name of Document | 內部控制制度-館藏盤點作業(館內盤點) Internal Control Mechanism- Library Collection Inventory Procedures (Library Internal Inventory) | | |
| 文件編號 Document No. | 0721-002 | 版次 Edition | V3.0 |
| 提案單位 Proposing Unit | 圖書館 Library | 生效日期 Effective Date | 2014/11/19 |

館藏盤點作業(館內盤點) Library Collection Inventory Procedures (Library Internal Inventory)

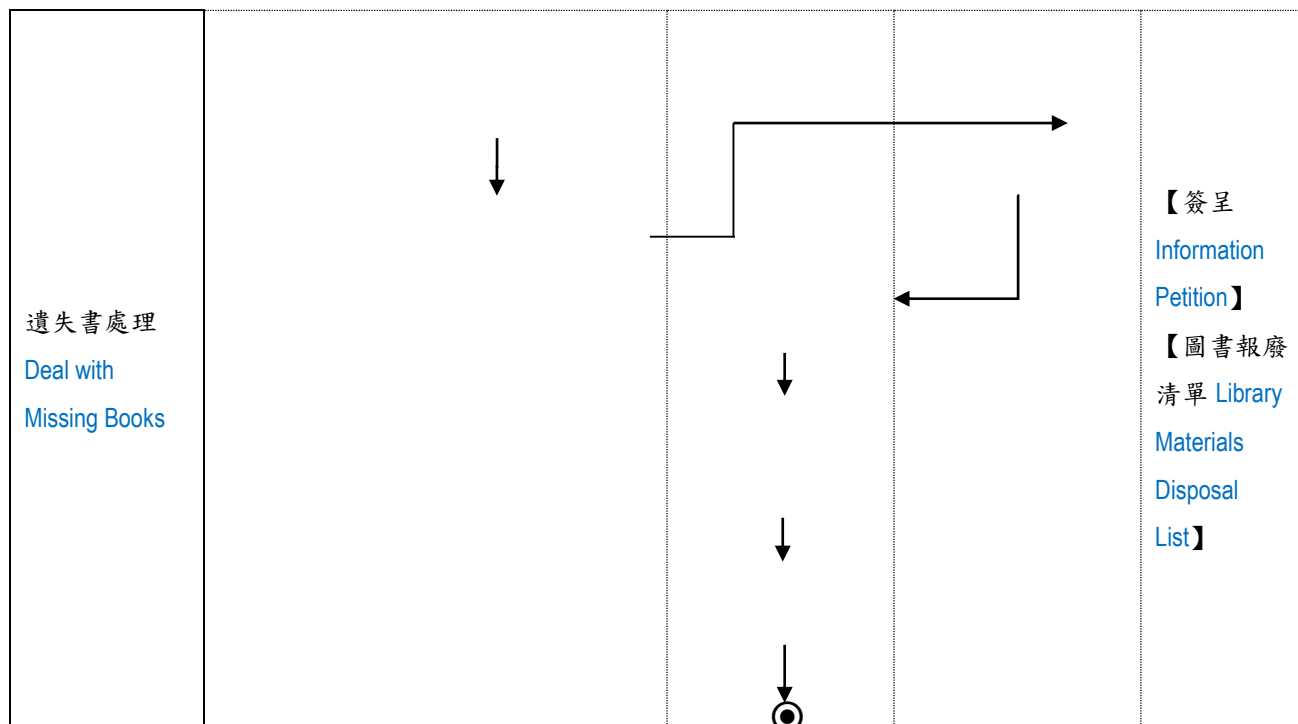
1. 流程圖 Flow Chart



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2. 作業程序：Operations Procedures:

- 2.1 規劃盤點作業內容及流程，擬定盤點日期、範圍、參與之館員及工讀生。Plan inventory content and procedures. Draft inventory date, scope, participating library staff and work-study students.
- 2.2 對外公告盤點時間內暫停借書。Make external announcement that books loans are temporarily suspended during the inventory period.
- 2.3 準備盤點設備及工具。Prepare inventory facilities and tools.
- 2.4 館內盤點：Library Internal Inventory:
 - 2.4.1 盤點人員分配任務。Assign tasks to inventory staff.
 - 2.4.2 進行全面讀架依索書號排列。Proceed to organize shelves according to call numbers.
 - 2.4.3 進行盤點(時間約為期二週)。Proceed with inventory (takes about two weeks).
 - 2.4.4 盤點結束，由系統進行比對盤點書目資料。After the inventory, use the library system to compare the inventoried book information.
 - 2.4.5 書目資料相關問題，則送交採編組處理書目資料。Send book information related problems to Acquisitions and Cataloguing Section.
 - 2.4.6 館藏狀態錯誤者，更正館藏狀態資料。In case of library collection status error, make corrections.

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2.4.7 列出下落不明圖書清單，進行第一次追蹤。Create Missing Books List for first follow up.

2.4.8 下落不明書單之確認，並註記年度盤點待尋。Confirm Missing Books List and note to search for them during annual inventory.

2.4.9 兩館持續追蹤下落不明圖書達五年。Library locations continue to follow up on missing books at least for five years.

2.5 呈報註銷清單：Submit Disposal List:

2.5.1 五年後若圖書仍下落不明，則呈報註銷清單經校長核准報廢。If missing books still cannot be found after five years, submit a Disposal List for President's approval to remove them from the inventory.

2.5.2 核准報廢之清單送交採編組與財務處。Send approved Disposal List to Acquisitions and Cataloguing Section and Controller's Division.

2.5.3 採編組向財務處提報財產減損。Acquisitions and Cataloguing Section reports asset loss to Controller's Division.

2.6 採編組進行註銷書目資料。Acquisitions and Cataloguing Section proceeds to remove these book from the library information.

3. 控制重點：Key Control Points:

3.1 盤點查核書目資料是否與實際書目紀錄符合。Does inventory check of book information conform to actual book records?

3.2 除藉由系統比對之錯誤狀態外，是否以人工輔助加以判斷。Besides using systemic comparison to discover mistaken status, should additional manpower be used to make a determination?

3.3 是否為已歸還未上架之圖書。Is a book returned but not yet shelved?

3.4 列入圖書報廢程序前是否確實複查。Was re-check conducted before proceeding with cancellation of a library book from the catalogue?

3.5 是否根據下落不明圖書清單尋找遺失圖書或報廢圖書。Did Library look for missing books or books to be cancelled based on the Missing Books List?

4. 使用表單：Forms Used:

4.1 盤點工作進度規劃 Inventory Work Progress Plan

4.2 盤點狀態清單 Inventory Status List

4.3 盤點問題暨分析總表 Inventory Questions and Overall Analysis

4.4 簽呈 Information Petition

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4.5 圖書報廢清單 Library Materials Disposal List

5. 依據及相關文件：**Basis and Relevant Documents:**

5.1 銘傳大學圖書館館藏淘汰實施要點 Ming Chuan University Library Materials Disposal Guidelines