基督書院圖書館(Christ's College Library)

教授指定參考書徵詢表(Book Reserve Form)

＊ ＊＊RESERVED BOOKS CAN NOT BE CHECKED OUT. 教指用書僅限館內閱讀，不可外借!!＊＊＊_

_____學年度(Academic year)_____學期(Semester)　　教授名稱(Professor)_____填表日期(Date)_____

1. 指定參考書係指教授視課程需要指定學生部份閱讀之書刊。
   Books on reserve are books the professors appoint for students to read according to the course needs.
2. 指定參考書以本館藏書為主，若非本館藏書，請填寫圖書介購清單。
   It's best to reserve books we have now. If we don't have the book, you want, please fill out the form for suggested book purchases.
3. **介購之新書因需作業時間，從購買到編目上架，中文圖書最少約需一個月，西文圖書需約二~三個月，因此，如有新書介購，請配合圖書館作業流程及早介購。若到開學才提出介購，因時間倉促，圖書館恐難適時買到書，為顧全您教學的便利，請務必配合。**
   It takes time to purchase new books and catalog them (Chinese books:one month, Western books:2-3 months). Therefore, if you want to suggest some books for the library to purchase, please consider the time and cooperate with the library, please suggest books as soon as possible.
4. 指定參考書以專架陳列，採開架式，**限館內閱讀，不可外借**。
   Books on reserve will be put on a specific open shelf. Students can read in the library. They can not check out these books.
5. 若無新書介購，本表請於開學一星期內，逕送圖書館。
   If you reserve books that we already have, turn in this form one week before school starts.
6. 學期中若有臨時指定同學參考之書刊，請隨時通知本館。
   During the semester, if you need to reserve books, please notify the library at any time.

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科目/系級 (Course/Major & Grade)	指定參考書 (Reserve Book)						上課學生人數 (# students in class)	指定期限一學期或一學年 (Reserve time Academic year or one semester)
	書碼 (Call No)	條碼號 (Barcode)	書名 (Title)	著者 (Author)	出版者 (Publisher)	出版年 (Year)		