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| --- | --- | --- | --- |
| 申請日期Fill in Date | 　　　年(yyy)　　　月(mm)　　　日(dd) |  申請單號 Application No. |  （由圖書館填寫）(Fill in by Library) |
| 財產名稱Property Name |  | 資料類型Data Type | □圖書Book □附件Accessory □視聽Audio-Visual □其他Others | 財產編號Property No. |  | 數量(冊/件)Quantity | (請附清單)(Attach the list) |
| [以下欄位請依需求擇一勾選填寫Please select and fill in one of the following fields as needed] |
| **□圖書財產移轉** **Library Property Transfer** | **□圖書財產報廢 [使用年限達 5年以上才可申請報廢]** **Library Property Disposal [Disposal can only be applied for items used for more than 5 years]** |
| 移出單位Transfer from  | 保存地點Location |  | 保存地點Location |  |
| 保管人Custodian |  | 保管人Custodian |  |
| 單位主管Head of Dept. |  | 單位主管Head of Dept. |  |
|  移入單位 Transfer to | 保存地點Location |  | 圖書管理組經辦Library stamp | 承辦人/日期(館藏撤架日期)Librarian &Date of withdrawal |  |
| 保管人Custodian |  |
| 單位主管Head of Dept. |  | 圖書委員會議(備查)日期Library Committee (reference)date |  |
| 圖書管理組經辦Library stamp | 承辦人/日期Librarian &Date | 館藏報廢日期Disposal Date |  |
| 主管簽章Head of Library Management Division | 主管簽章Head of Library Management Division |  |
| 說明Details | 1. 本表單由申請移出(入)或報廢單位填寫，並自行完成點收後，連同圖書清冊送交圖書館。

This form is filled out by the applying department/unit for property transfer or disposal and should be completed after the inventory. It should be submitted to the library along with the booklist.1. 圖書館完成資料更新後，影本擲回移出(入)／報廢單位。

After the library completes the data update, a copy of the form will be returned to the applying unit.1. 單位內保管人異動時亦須填寫。

This form should also be filled out when there are changes in the custodian within the unit. |