



學校/部門專用表格
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紙本書籍 / 定期刊物 訂購申請表 *Printed Books / Periodicals Recommendation Form*

頁數 Pages ____/____

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申請人 Requester

附目錄 Catalogue attached	是Yes	否No
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圖書 Book 定期刊物 Periodical

	作者 / 編者 Author / Editor	標題 Title	版本 / 年份 Edition / Year	出版社 Publisher	ISBN / ISSN	課程 Course	備註 Remark
1							
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請盡可能填寫詳細資料，如沒有特別列明的資料(如ISBN)，圖書館將優先選擇訂購**最新版 / 美國版 / 精裝版**。Please fill in the form as completely as possible. If there is no any specific requirements (e.g. ISBN), then order preference will be given to the **latest edition** and then **US edition**. **Hardback** of required edition will have first priority.

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所有期刊物的建議將於每年秋季進行審查處理，經批核後訂閱期由下一個歷年開始。All recommendations for periodicals are processed and reviewed annually in the fall. Approved subscriptions start at the beginning of the calendar year.

申請人簽署及日期 Signature of Requester & Date

校長 / 部門主管批准 Approved by School Director / Dept. Head

日期 Date