**東吳大學圖書館 急用書申請單**

**Soochow University Library - Urgent Book Request Form**

填表日期： 年 月 日

Application Date: \_\_\_\_\_\_\_\_\_\_(dd/mm/yy)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 Name |  | 學號（閱覽證號）Student no.(Reading card no.) | |  | 系所 Department | |  | e-mail |  |
| 急用圖書之資料  Materials needed for urgent use | | | | | | | | | |
| 編號 No. | 書名  Title | | | | | 條碼號  Barcode Number | | 處理記錄  Processing record | |
| 01 |  | | | | |  | |  | |
| 02 |  | | | | |  | |  | |
| 03 |  | | | | |  | |  | |
| 04 |  | | | | |  | |  | |
| 05 |  | | | | |  | |  | |
| 技術服務組收件日期  Date of receipt by the Technical Service Division | | |  | | | | | | |
| 讀者服務組收書日期  Date of receipt by the Public Service Division | | |  | | | | | | |

注意事項：

Notes：

1. 急用書申請限學術研究使用之圖書。

Urgent use book applications are limited to academic research use only.

2. 急用書之申請限圖書狀況為**「圖書館處理中」**之**可外借一般圖書**。

Urgent use book applications are limited to books that are “in process” at the library and can be borrowed as general books.

3. 急用書處理完畢以e-mail通知，通知後3日不取書，逕行上架。

Notification of completion of processing of urgent use books will be sent via email. Books not picked up within three days following the notification will be shelved.

4. 申請逾期1次未取書，停止其申請急用書權利一學期。

Failure to collect books on time after applying will result in the suspension of the right to make urgent requests for books for one semester.