

## Reference Text Adoption Form 參考書訂購表

Please fill out this form if you are using any reference texts in your class. Library will place a copy of it in their Student Text Collection for student reference purposes. The information on this form will be shared to the relevant bookstore. However, the quantity of texts to be ordered is a business decision at the bookstores' discretion. If you require your students to purchase any reference texts and need to order them from bookstores, please treat them as textbooks and fill out the "Textbook Adoption Form" instead.

若閣下在授課時使用任何參考書，請填寫下表。圖書館將按閣下所提供之資料訂購該參考書，並放置於學生教科書專區以供學生參考。本表格之資料將提供予閣下所選定的書店，然而，最終的訂購數量屬書店的商業決定。倘若閣下要求學生向書店訂購任何參考書，請視之為課程用書及填寫「課程用書訂購表」。

### To be filled by Lecturer / Professor 由授課老師填寫

Academic Year 學年: 20\_\_\_\_/20\_\_\_\_ Semester 學期: \_\_\_\_\_  
Faculty & Dept/Program 學院及學系/課程: \_\_\_\_\_ Course Code 科目編碼: \_\_\_\_\_  
Course Name 科目名稱: \_\_\_\_\_  
Name of Lecturer / Professor 授課老師姓名: \_\_\_\_\_  
Email Address 電郵: \_\_\_\_\_ Office Telephone No. 辦公室電話: \_\_\_\_\_

**\*\* Campus Bookstore will use the contact information you provide to reply to you about the status of your order.**

校內書店會用您所提供您的聯繫資料通知您相關訂單之狀況。

### Reference Text 1 參考書 1

Title 書名: \_\_\_\_\_  
Author 作者: \_\_\_\_\_ Edition 版本: \_\_\_\_\_  
Publisher 出版社: \_\_\_\_\_ Year 年份: \_\_\_\_\_ ISBN: \_\_\_\_\_

I need Library to loan me a copy of this reference text for my use in class.  Yes  No  
我需要圖書館借給我一套上述參考書於授課時使用。 需要 不需要

I choose to order this book from the following bookstore (choose ONE only) 我選擇向以下書店訂購此書 (只選一項)

Academic & Professional (Campus Bookstore)  Other Local Bookstore (Please specify): \_\_\_\_\_  
學術專業圖書中心 (校內書店) 其它本地書店 (請註明)

I would like to order the latest edition of the reference text if the edition of reference text that I choose is not available on stock.

若我選的參考書版本沒有供售，我願意訂購最新版本參考書

Yes 願意  No 不願意

### Reference Text 2 參考書 2

Title 書名: \_\_\_\_\_  
Author 作者: \_\_\_\_\_ Edition 版本: \_\_\_\_\_  
Publisher 出版社: \_\_\_\_\_ Year 年份: \_\_\_\_\_ ISBN: \_\_\_\_\_

I need Library to loan me a copy of this reference text for my use in class.  Yes  No  
我需要圖書館借給我一套上述參考書於授課時使用。 需要 不需要

I choose to order this book from the following bookstore (choose ONE only) 我選擇向以下書店訂購此書 (只選一項)

Academic & Professional (Campus Bookstore)  Other Local Bookstore (Please specify): \_\_\_\_\_  
學術專業圖書中心 (校內書店) 其它本地書店 (請註明)

I would like to order the latest edition of the reference text if the edition of reference text that I choose is not available on stock.

若我選的參考書版本沒有供售，我願意訂購最新版本參考書

Yes 願意  No 不願意

Remarks: If you need to request Instructor Manual/Resource, please contact the publisher directly. If you need the publisher's contact information, please contact Library <Ext. 8167, Email: lib\_acq@umac.mo> .

備註：如您需要教學手冊/材料，請直接聯絡出版商。如有需要，可向圖書館<內線：8167，電郵：lib\_acq@umac.mo> 查詢出版商的聯絡方式。

\*Please use separate sheet if necessary. 如有需要，請用附頁。

### To be filled by Administrative Staff in Academic Units 由學術單位的行政職員填寫

Contact Person 聯絡人姓名: \_\_\_\_\_  
Email Address 電郵: \_\_\_\_\_ Phone No. 電話: \_\_\_\_\_