

## Textbook Adoption Form 課程用書訂購表

Please use this form ONLY if students in your class are required to purchase the texts from bookstores. Library will forward the information on this form to the relevant bookstores, which will order the books accordingly. However, the quantity of texts to be ordered is a business decision at the bookstores' discretion. If you choose to order the texts from UM bookstore (Academic & Professional) (Tel: 6280 3370, email: umac@apbookshop.com), they will reply to you about the status of your order. If you choose to order the texts at other bookstores, please confirm with them the status of your order by yourself.

若閣下要求學生向書店訂購指定的課程用書，請填寫下表。圖書館將資料轉發至閣下所選定的書店作訂購；然而，最終的訂購數量屬書店的商業決定。若閣下選擇於校內書店（學術專業圖書中心）（電話：6280 3370，電郵：umac@apbookshop.com）作訂購，書店將通知閣下訂單之狀況。若閣下選擇於其他書店作訂購，請自行向該書店確認訂單狀況。

### 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: \_\_\_\_\_ Session Code 班別編碼: \_\_\_\_\_  
Is this a General Education Course? 是否屬於通識教育課程:  Yes 是  No 否  
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。

### Textbook 1 課程用書 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 text for my use in class. 我需要圖書館借給我一套上述課程用書於授課時使用。

Yes 需要  No 不需要

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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 textbook if the edition of textbook that I choose is not available on stock.

若我選的課程用書版本沒有供售，我願意訂購最新版本課程用書

Yes 願意  No 不願意

### Textbook 2 課程用書 2

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

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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 textbook if the edition of textbook that I choose is not available on stock.

若我選的課程用書版本沒有供售，我願意訂購最新版本課程用書

Yes 願意  No 不願意

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

### 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: \_\_\_\_\_ Email 電郵: \_\_\_\_\_ Tel. 電話: \_\_\_\_\_

Estimated Number of Students Taking this Course 預計學生人數:

\_\_\_\_\_ (Compulsory 必修) \_\_\_\_\_ (Elective 選修)