

## Urgent Cataloging Request Form

### 書籍加快編目申請表

Please fill out the form to initiate an urgent cataloging request for the library materials which have been ordered and received in the library but not yet processed for borrowing. The form should be submitted in person to the Circulation Counter or Reference Counter at the Lobby Floor of the University Library or by emailing lib\_tpu@umac.mo.

Upon receipt of an Urgent Request Form, the library staff will process the desired 1 to 5 items within two working days (Note: Counted from the following day of receipt of the request). The user will be notified when the item is ready for borrowing (Note: Non-circulating items must only be used in the University Library).

若閣下需提出加快圖書編目服務申請，請填寫下表，以便更快的借閱在編目處理中的館藏資料。填妥資料後請交回圖書館大堂的流通櫃台或參考服務櫃台，或電郵至 lib\_tpu@umac.mo。

館方收到有關的加快編目申請後，將於緊隨的兩個工作日內優先處理有關的圖書資料，一般每次申請加快的資料不超過五項。當館員完成處理後，申請人將會透過電郵或電話收到館方發出的到館借書的通知；如有關圖書為不能外借的資料，那麼申請人只能於館內閱覽。

#### To be filled by user 由申請者填寫

##### User Information 申請者資料

Name 姓名: \_\_\_\_\_

Student/Staff No. 學生/職員編號: \_\_\_\_\_

Tel. No. 聯絡電話: \_\_\_\_\_

E-mail 電郵: \_\_\_\_\_

##### Requested Material 書目資料

Author(s) 作者:

\_\_\_\_\_

Title(s) 書名:

\_\_\_\_\_

#### Library Office Use – Circulation Staff 由圖書館流通館員填寫

Received Date 接收日期: \_\_\_\_\_ Time 時間: \_\_\_\_\_

Received by 接收人員: \_\_\_\_\_

Remarks 備註:

#### Library Office Use – Cataloging Staff 由圖書館編目館員填寫

Received Date 接收日期: \_\_\_\_\_ Time 時間: \_\_\_\_\_

Received by 接收人員: \_\_\_\_\_

Handled by 處理人員: \_\_\_\_\_ Completion Date 完成日期: \_\_\_\_\_

Remarks 備註: