

# 臺北醫學大學圖書館導覽申請表

## Taipei Medical University Library Guide Tour Application Form

2023.8.30 更新

<b>導覽日期</b> Tour Date	/ /	<b>申請日期</b> Application Date	/ /
<b>停留時間</b> Duration time	____:____ - ____:____ (hh:mm - hh:mm)	<b>申請單位主管簽核</b> Director of Department	
<b>申請單位</b> Department of Application		<b>聯絡人姓名</b> Applicant name	
<b>參訪貴賓單位</b> Visiting Department		<b>聯絡方式</b> Contact	Tel: _____ Email: _____
<b>貴賓人數</b> Number of visitors	(導覽人數以 10 人為一組，本館將依人數調整導覽之組數 Ten people per group applies. The Library holds the right to adjust the number of people per group.)		
<b>貴賓姓名及職稱</b> Visitors	1. 姓名/職稱： Name/Title  2. 姓名/職稱： Name/Title  (請依人數填列，可自行新增)		
<b>陪同人員姓名及職稱</b> attendants of visitors	1. 姓名/職稱： Name/Title  2. 姓名/職稱： Name/Title  (請依人數填列，可自行新增)		
<b>參訪目的</b> Visit purpose	<input type="checkbox"/> 瞭解圖書館各項服務與資源 Interested in library resources and services. <input type="checkbox"/> 校園導覽行程之一 Campus orientation		
<b>導覽重點</b> Tour options	<input type="checkbox"/> 綜合介紹約 15-20min General introduction approximately 15-20min <input type="checkbox"/> 空間(勾選本項請務必填寫)： _____ Space and facilities (Filled in blank if selected) <input type="checkbox"/> 服務內容(勾選本項請務必填寫)： _____ Library service (Filled in blank if selected) <input type="checkbox"/> 依主題學科領域(勾選本項請務必填寫)： _____ Academic field (Filled in blank if selected)		
<b>語言需求</b> Language Requirement	<input type="checkbox"/> 中文 Chinese <input type="checkbox"/> 英文 English		
<b>其他導覽之需求</b> Notes			
<b>圖書館處理方式</b> Arrangement	<input type="checkbox"/> 安排導覽館員 Arrange librarian： _____人 <input type="checkbox"/> 不受理 not to accept (備註 Note： _____)		

1. 導覽時間：週一~週五 8:30-17:00 (不含國定假日)  
Guide Tour Time: Mon~Fri 8:30-17:00 (not include national holidays)
2. 為維護導覽品質，請於預定導覽日三個工作日以前填具本申請表，email 至 chunhuei@tmu.edu.tw 或將紙本申請表交給綜合服務台。本館收到申請後，將以 email 或電話回覆確認申請事宜。  
To make sure the quality of your library tour, please submit the application form three weekdays ahead of the anticipated library guide tour date. TMU Library will inform the arrangement via email or by telephone.
3. 取消導覽請於預定導覽前一日通知，以免影響下一次申請權益。  
When need to cancel the approved scheduled tour, the applicant should inform the TMU librarian at least 1 days before the scheduled day.
4. 為維護圖書館師生權益，於期中考/期末考等考試期間，圖書館恕不接受導覽。  
For of protecting teachers and students' rights and interests, the library will not offer guiding services during Mid-term and Final exam period.
5. 聯絡人：技術服務組沈純慧組長 - chunhuei@tmu.edu.tw / 02-27361661 ext.2507  
Contact: Shawna Shen - chunhuei@tmu.edu.tw / 02-27361661 ext.2507