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## 第BBL001/201908/IFT-GL008/V01號內部指引 澳門旅遊學院校友圖書證申請指引

為響應澳門旅遊學院校友使用圖書館服務和資訊方面的需求，透過申請圖書證為校友提供專業的相關資料，並支援其職業生涯的規劃及發展。因此，在不影響本圖書館正常運作下，訂立此“澳門旅遊學院校友圖書證申請指引”。

1. 申請
  - a. 已發出澳門旅遊學院校友卡的人士均可申請校友圖書證。
  - b. 申請者需提交所需文件到圖書館，所需文件請參閱7. 所需文件。
  - c. 申請文件需於圖書館辦公時間內提交（星期一至五，09:00-18:00）
  - d. 提交所有申請所需文件及保證金後，合資格的校友可外借澳門旅遊學院圖書館的館藏。
  - e. 只有申請者有權使用校友圖書證借出館藏，不得轉讓他人。
2. 費用
  - a. 每一位校友圖書館會員應向澳門旅遊學院行政暨財政輔助部支付澳門幣1,000元正作為保證金（經核准申請後付款），保證金可於申請者完成辦理退出手續並歸還所有已外借館藏後退回。

獲以下認證:  
Certificado pela:

Certified by:



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- b. 所有費用應在行政暨財政輔助部辦公時間內繳納（星期一至四，09:00-13:00, 14:30-17:45 及星期五 09:00:13:00, 14:30-17:30）。
    - c. 申請者需保留付款收據副本，在退出校友圖書證時需提交以用作退回保證金之證明。
  3. 退出
    - a. 如要取消服務，申請者必須在每年年底至少提前三個月提出，院長核准其校友圖書證之退出及退回保證金申請，將以支票方式退還保證金。
    - b. 所有退回保證金應在行政暨財政輔助部辦公時間內提取（星期一至星期四，09:00-13:00, 14:30-17:45 及星期五 09:00:13:00, 14:30-17:30）
  4. 續期
    - a. 若圖書館沒有於第3點提到的期限內或之前收到退出的申請，校友圖書證於每年12月自動續期。
  5. 外借政策
    - a. 圖書館網頁內的“借閱規章”內列明可外借的借閱限額及資料類別。
    - b. 不允許續期及預約館藏。
    - c. 申請者有責任需承擔圖書館所訂定因逾期而產生的所有費用。
  6. 特別規定
    - a. 申請者應同意並遵守澳門旅遊學院圖書館所訂定的規章。
    - b. 澳門旅遊學院可對任何不通過審核的申請保留權利。
    - c. 圖書館保留隨時修改規章的權利。
    - d. 申請者有責任留意圖書館網頁上發佈的最新消息。
  7. 所需文件
    - a. 已填妥的校友圖書證申請表，連同一張澳門旅遊學院校友卡影印副本。
  8. 本指引的生效日期為 2019 年 8 月 1 日。



## **The Alumni Library Membership (ALM)**

### **Terms and Conditions:**

#### **A. Application**

- 1) Only those who had obtained the IFTM Alumni Card issued by IFTM are eligible to apply for the Alumni Library Membership.
- 2) Applicants have to fill in the application form attached and submit it with the required documents for approval. Please check the information of the required documents in Part G.
- 3) Submission of documents should be made during office hours (i.e. Monday to Friday: 09:00-18:00).
- 4) Upon the presentation of all the required documents and the payment of the caution fee are received, the alumni are eligible to check out items from the IFTM Library.
- 5) The Alumni Library Membership is not transferable to a third party.

#### **B. Payment**

- 1) Each alumni library member is entitled to pay MOP1000 as caution fee in the Administrative and Financial Support Division of IFTM (The payment should be made after the approval of the application). The caution fee is refundable when the applicant completes all the withdrawal procedures and returns all the loans.
- 2) All payment should be made during the office hours of the Administrative and Financial Support Division (i.e. Monday to Thursday: 09:00-13:00, 14:30-17:45; Friday: 09:00-13:00, 14:30-17:30).
- 3) Applicant should keep a copy of the payment receipt, as proof for claiming the caution fee, when apply for withdrawal of the ALM.

#### **C. Withdrawal**

- 1) Members who wish to quit from the ALM have to apply for the withdrawal at least three months in advance to its expiration of each year. When the IFTM president approves the application for the membership withdrawal, the caution fee will be returned to the members by means of a cheque.
- 2) All withdrawal should be made during the office hours of the Administrative and Financial Support Division (i.e. Monday to Thursday: 09:00-13:00, 14:30-17:45; Friday: 09:00-13:00, 14:30-17:30).

#### **D. Renewal**

- 1) The membership will be automatically renewed in December of each year if the library does not receive any application for withdrawal from the members before the deadline as mentioned in Part C.

#### **E. Lending Policy**

- 1) The borrowing quota is stated in the library rules and regulations at the



library website.

- 2) Renewals and requests of items are not permitted.
- 3) Users are fully responsible for any overdue charges at the rate set by the library.

#### **F. Special regulations**

- 1) Users should agree to abide by the rules and regulations laid down by the IFTM Library.
- 2) The Macao Institute for Tourism Studies reserves the rights and discretion of not approving any application.
- 3) The IFTM Library reserves the right to amend the rules and regulations of the library at any time.
- 4) Updated news regarding the library will be uploaded in the library webpage. Alumni are responsible to check the latest news via the webpage.

#### **G. Required Documents**

- 1) A completed Alumni Library Membership (ALM) application form together with a copy of the IFTM Alumni Card should be presented for registration.
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## The Alumni Library Membership (ALM) Application Form

Name of Applicant: (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

Gender: Male/Female

Year of Graduation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Postal address : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

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### **For official only:**

Handled by: \_\_\_\_\_

Barcode: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date:                    /        /



## Withdrawal of Alumni Library Membership

(Name) \_\_\_\_\_ with (IFTA member no.) \_\_\_\_\_ is applying for the withdrawal of the Alumni Library Membership.

Signature: \_\_\_\_\_  
 Date:     /     /

<b>For library official use only</b> 1. Book cleared <input type="radio"/> Yes <input type="radio"/> No 2. ALC borrower's card return <input type="radio"/> Yes <input type="radio"/> No 3. Loan account cancelled <input type="radio"/> Yes <input type="radio"/> No 4. Please charge MOP\$ _____ for lost /damaged items Remarks:	Signed and stamped by the IFTM library:     Date:
<b>For administrative and financial official use only</b> 1. Outstanding charges cleared <input type="radio"/> Yes <input type="radio"/> No 2. Copy of the caution fee receipt is received <input type="radio"/> Yes <input type="radio"/> No Remarks:	Signed and stamped by Administrative & Financial Department:     Date:

Approved by: \_\_\_\_\_  
 Date     :     /     /