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第BBL002/201909/IFT-GL016/V01號內部指引 澳門旅遊學院旅遊及酒店業界人士圖書證申請指引

為響應澳門旅遊及酒店業界人士使用澳門旅遊學院圖書館服務和資訊方面的需求，透過申請圖書證為業界提供相關資料，有助支援業界對培訓員工的需要。

應按以下守則使用：

1. 申請

- a. 申請者需提交申請表，並按要求提供所需文件經圖書館核對，所需文件請參閱7所需文件。
- b. 申請文件及領取業界圖書證需於圖書館辦公時間內（星期一至五，09:00-18:00）。
- c. 旅遊及酒店業界人士圖書證經澳門旅遊學院院長授權許可。
- d. 業界申請可自行分配圖書證給員工使用，業界應為圖書證持有人的所有不當行為負責。
- e. 對每一業界申請，圖書館將分配一張圖書證，當進入圖書館或借閱書籍時，業界員工應同時攜帶其員工證。

2. 費用

- a. 每一業界的會籍應向澳門旅遊學院會計部支付澳門幣3,000元正作為保證金（經核對申請後付款），保證金可於會員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:



澳門望廈山
電話: (853) 2856 1252
傳真: (853) 2851 9058
www.iftm.edu.mo

Colina de Mong-Há, Macau
Tel: (853) 2856 1252
Fax: (853) 2851 9058
www.iftm.edu.mo



- b. 所有費用應在行政及財政輔助處辦公時間內繳納（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，在退出業界圖書證時需提交以用作退回保證金之證明。

3. 退出

- a. 如要退出會籍，會員必須在每年會籍到期前至少提前三個月提出，當澳門旅遊學院院長核准其會籍之退出申請，將以支票方式退還保證金。
- b. 所有退還保證金應在行政及財政輔助處辦公時間內進行（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會籍的申請，會籍會於每年 12 月自動續期。

5. 外借政策

- a. 每一位業界的申請人每次可最多外借三本館藏。
- b. 每次最長借閱期限為 8 天。
- c. 不允許續期及預約館藏。
- d. 使用者有責任需承擔圖書館所訂定因逾期而產生的所有費用。
- e. 圖書館網頁內的“借閱規章”內列明可外借的資料類別。

6. 特別規定

- a. 使用者應對所有外借館藏承擔全部責任，並受到澳門旅遊學院圖書館所訂定的規則及條例約束。
- b. 澳門旅遊學院保留對任何不通過審核申請的權利。

7. 所需文件

- a. 提交加入成為業界圖書館會籍之意向書，意向書必須由總經理或公司負責人簽署並蓋上公司印章。
- b. 已填妥的業界圖書館會籍申請表。
- c. 申請者的員工證影印副本一張。

8. 本指引的生效日期為 2019 年 9 月 23 日。



The Industry Library Membership (ILM)

Thank you for your interest in our library services. Please read the following information and signed the declaration statement at the end of this document.

Eligibility:

Practitioners of tourism and hotel industries are entitled to apply the ILM on a company basis.

Terms and Conditions:

A. Application

- 1) Applicants have to fill in the application form attached and submit it with the require documents for approval. Please check the information of the required documents in Part G.
- 2) Submission of documents or collecting of industry library cards should be made during library service hours (i.e. Monday to Friday, 9:00~18:00).
- 3) The ILM will be effective upon the authorization of the President of IFTM.
- 4) The applicant company is free to distribute its card to any of its staff member and the applicant company will be responsible for all the mis-conduct of the industry library borrower's cardholder.
- 5) Each industry library member will be issued one library borrower's card. The staff members of that company are entitled to bring along the library card together with their staff I.D. card when they admit to the library or borrow books from the library.

B. Payment

- 1) Each industry library membership is entitled to pay MOP\$ 3000 as caution fee in the Accounting Office of IFTM (The payment should be made after the approval of the application.). The caution fee is refundable when the member completes all the withdrawal procedures and returns all on loan items.
- 2) All payment should be made during the office hours of the Administrative and Financial Department (i.e. Monday to Thursday 9:00 ~17:45 and Friday 9:00~17:30).
- 3) Applicant should keep a copy of the payment receipt as proof for claiming the caution fee, when apply for withdrawal of the ILM.

C. Withdrawal

- 1) Members who wish to quit from the ILM have to apply for the



withdrawal at least three months in advance to its expiration of each year. When the President of IFTM 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 Department (i.e. Monday to Thursday 9:00 ~17:45 and Friday 9:00~17:30).

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) Each applicant on a company basis can borrow a maximum 3 items at one time.
- 2) Users may only borrow items for a maximum of 8 (eight) days at a time.
- 3) Renewals and requests of items are not permitted.
- 4) Users are fully responsible for any overdue charges at the rate set by the library.
- 5) Items subject for lending is stated in the 'Rules of Library Loans' in our homepage.

F. Special regulations

- 1) Users are fully responsible for all loans checked out and are bounded by the rules and regulations laid down by the Library of IFTM.
- 2) The Macao Institute for Tourism Studies reserves the rights and discretion of not approving any application.

G. Required Documents

- 1). A completed letter of intention to join the industry library membership. This letter must be signed by the General Manager or the person in charge of the company and stamped with the company chop.
 - 2) A completed industry library membership application form.
 - 3) A copy of the applicant's staff ID.
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Declaration:

I, (name) _____, (position) _____

of _____ (company

name) in _____ (department)

declare my full understanding of the above terms and conditions and shall

abide by all of them during my membership on behalf of my company.

Signature _____ Date: _____

Company Chop: _____



Industry Library Membership Application Form

I. Information of the company

Company name: _____

Commercial license nos.: _____

Company telephone nos.: _____

Company facsimile nos.: _____

Company e-mail address: _____

Company address: _____

II. Information of contact person for the library loan service

Contact person: _____

Position: _____

Telephone number(s): _____

Facsimile number(s): _____

E-mail address: _____

Signature: _____

Company chop: _____

Date: _____



For Library Official Use Only:

Library BIB nos.: _____

Barcode: _____

Handled by: _____ Date: _____

Approved by: _____

Date: / /



Industry library membership Withdrawal Form

(Company name) _____ with (library no.)
 _____ in(address) _____

is applying for the withdrawal of the industry library membership.

Signature: _____ Company Chop: _____

Date: / /

For library official use only	
1. Book cleared <input type="radio"/> Yes <input type="radio"/> No 2. ILM 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: _____
For administrative and financial official use only	
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 : / /