



National Cheng Kung University Library

Rush Purchase Application Form for Books and Library Materials

Application Date:

APPLICANT INFORMATION (To be completed by the applicant)			
Name of applicant		ID number	
Phone number		Department	
E-mail			
Media type		Department Dean	
Subject			
Title			
Author		ISBN(ISSN)	
Publisher		Quantity	
Year		Price	
LIBRARY PROCESSING (To be completed by library staff)			
Order number		Date of order	
Order status		Barcode	
Delivered from Acq/Cat		Date of delivery	
Received by Coll Mgmt / Circ		Date of Receipt	
Remarks:			

Instructions:

1. Materials urgently needed for teaching or research may be requested only by faculty members at the rank of lecturer or above. Purchases shall be charged to the department/institute's current-year library and equipment budget, including shipping costs.
2. Upon arrival of the requested materials, the applicant should borrow the materials within the hold period after receiving the e-mail notification that they are available for checkout. If the materials are not borrowed within the hold period, they will be shelved and made available for general use.