

4.複本查核之後，則做好訂購檔的維護，並將訂單轉給會計。

5.會計審核訂單上是否已有必要的簽名(系主任、院長、圖書館長等)，
如果確實已有簽名無誤，則即刻向紐約的 Board Office 發出訂單

圖書館委員會主席 J. Theron Illick

圖書館館長 沈寶環

1956 年 10 月 13 日沈先生參加圖書委員會會議記錄

中 國 圖 書 館 學 會	
LIBRARY ASSOCIATION OF CHINA	
臺 灣 臺 北	
TAIPEI TAIWAN	
中 國	
CHINA	
Library Committee Meeting Oct. 13, 1956	
Chairman	Dr. C. B. Malone
Secretary	Dr. H.B.H. Seng
Present	Dr. Fenton Babcock, Dr. J. T. Illick, Miss E. Priest Miss Anne Cochran Prof. Iding Chia Ping Prof. Mou Chung Sen Dr. T. Y. Wu.
Opening Prayer conducted by Dr. Malone	
Report of the Librarian:	
1. Library Collection	
2. Gifts	
3. Student	
4. Mrs. Malone is welcome to work part Time for the library.	
New Business:	
1. Library hours	
Mon.-----through Saturday	
AM8:00-----12:00	

PM1:30-----5:30

PM7:00-----10:00

Sun.

PM1:30-----5:30

PM7:00-----10:00

2. Library circulation regulations

- a. Each student is allowed to borrow 10 books for a period of two weeks. Borrowed books may be renewed once. Student I. D. card should be presented at the charging desk.
- b. Each faculty member may borrow 10 titles, not more than 100 books for a period of four weeks. Borrowed books may be renewed once.
- c. Circulating hours for the reserve books are to be recommended by the professors concern.
- d. Reference books and rare books are not for loan.
- e. All books taken out of the library are subject to recall by the Librarian at any time.

3. Book ordering procedure.

Book ordering procedure recommended by 1955 Library Committee were circulated.

The Committee felt that the procedure should be simplified.

It was moved by Dr. Babcock that “ The Book order procedure stand for the time being pending revision. After a report by the Controller on the book budget and also the librarian makes out an order form.”

4. Book list pending discussion and approval.

Book list made by Porf. Liang of the History Dept was discussed. The librarian was asked to send letters to sister colleges in Japan and Hong Kong to make inquiries.

5. Distribution of book funds.

Miss Priest reported that a plan further distribution would be ready in the very near future. The librarian is requested to make a report on the general practice of other colleges and universities.

6. Other Moves.

Dr. Babcock moves that study space should be arranged in other buildings. He will see Dr. Yang about the appointment of student workers to take care of the auxiliary reading rooms. These rooms are under the supervision of the librarian.

7. Dr. Wu moved (Dr. Wu 提案)

That the Library Building should get started of the nearest future.

1956 年 10 月 13 日沈先生參加圖書委員會會議記錄

採編組 陳婷婷譯

主席 Dr. C. B. Malone

秘書 Dr. H.B.H. Seng

出席人員 Dr. Fenton Babcock, Dr. J. T. Illick,
Miss E. Priest Miss Anne Cochran
Prof. Iding Chia Ping Prof. Mou Chung Sen
Dr. T. Y. Wu.

牧師開場禱告

館長報告：

1. 圖書館館藏
2. 贈書
3. 學生
4. 歡迎 Mrs. Malone 到圖書館兼職

新事務：

1. 圖書館開放時間
星期一到星期六
早上 8:00~12:00
下午 1:30~5:30

晚上 7:00~10:00

星期日

下午 1:30~5:30

晚上 7:00~10:00

2. 圖書館流通規則(圖書流通借還辦法)

- a. 每名學生可以借 10 本書，借期兩週，得續借一次。借書時要憑學生證辦理。
- b. 每位教職員可以借 10 種書，(如果為套書，每個書名不只一本書)但不得超過 100 本，借期四週，得續借一次。
- c. 預約書借還日期請由相關的教授提出建議。
- d. 參考書和善本書不外借。
- e. 所有被借出去的書，圖書館有權可以隨時催還。

3. 圖書訂購程序

圖書訂購程序於 1955 年由圖書館委員會提出後圖書館即採行此流程。但委員會覺得程序上應該更為簡化。

Dr. Babcock 提案認為，書籍採購的流程，等會計提出預算報告，圖書館也擬好訂單的格式之後再做修正。

4. 懸而未決的書單，討論並決議之

討論歷史系梁教授的圖書清單，會中要求圖書館去信日本和香港的姐妹學校詢問。

5. 圖書經費的分配

Miss Priest 報告說，近期內會有更多的經費分配計畫提出來，所以圖書館應該在最短的時間內將其他院校系的書刊經費分配的一般作業提出報告。

6. 其他提案

由 Dr. Babcock 提案，研究小間應該安排在其他棟建築裏，他將會見 Dr. Yang 商討關於指派工讀生來輔助管理研究小間的事宜。這些研究小間雖然在他棟建築裏但仍由圖書館負責管轄。

7. Dr. Wu 提案

圖書館的興建工程應儘速展開。