

沈寶環先生工作錄

1956年9月圖書委員會主席 J.Theron Illick 與沈先生致<全體教授函>

To all University Teaching Staff

Any member of the teaching staff should feel free to order books for the Library. The procedure is as follows:

1. Give the name of book(s), author(s), publisher(s) and price if possible to your department head.
2. If the department head considers the book(s) necessary he will pass on the request to the Dean concerned.
3. If the Dean considers the book(s) necessary for the library he will pass on the request to the Librarian to check for duplication and to keep a copy of the order for his records.
4. After the Librarian has checked the order for duplication and has retained the list for his record, he passes on the order to the Comptroller.
5. The Comptroller will check the book order for proper signatures. If the proper signatures have been affixed the Comptroller will process the order at once and send to the Board office in New York.

J. Theron Illick Chairman, Library Committee
H.B.H. Seng Librarian.

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採編組 陳婷婷譯

致全體教授

每位老師都有替圖書館訂書的權利，購書程序如下：

1. 請將書名，作者，出版者，以及價格(如果有價格的話)，提供給系主任。
2. 假如系主任審核認為確有購買的需要，將訂單提給院長。
3. 假如院長審核後也認為圖書館確實需要購買此書，則將訂單提給圖書館，由圖書館查核複本，並做好複本控制的紀錄。

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	