

教師長期借閱多媒體資料線上申請步驟

Long-term Loan of Multimedia Materials for Teachers

說明 Description :

凡本校教師因教學需要，須借用多媒體視聽資料達一學期者，可至線上辦理教師長期借閱多媒體資料申請。

For the teachers who need to borrow audio-visual materials for one semester due to their teaching needs, they can apply for long-term loan of the audio-visual materials online.

申請注意事項 Note :

- 請線上填寫「教師長期借閱多媒體資料申請表」，即可辦理。
- 當學期課程結束後一週內須歸還所借閱之資料。
- 該項申請納入教師個人視聽資料借閱冊數內，若超過規定之冊數，則館員依職權自行調整。
- Please fill out the Form online.
- The materials borrowed must be returned within one week of the end of the semester course.
- The application is included in the number of teachers' personal audio-visual materials.If the number of audio-visual materials exceeds the prescribed number, the librarians will adjust by their authority.

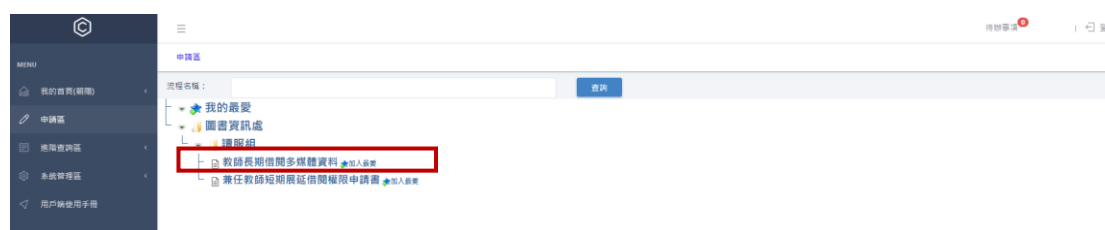
一、教職員資訊系統》應用系統專區》電子簽核管理系統（流程引擎）

CYUT Information System》Business Process Management



二、左側 MENU》申請區》讀服組》教師長期借閱多媒體資料

MENU》Apply



三、請根據需要的冊數(1~5)填寫多媒體資料之名稱、索書號、條碼號，並選擇日期後送出。

Please depending on the number of required, fill the title, Call Number, Barcode of the multimedia data.. Select the date of the day, confirm that the basic information is correct and then submit the application.