

**Minghsin University Library**  
**Application Form for Rush Purchase**

No. :

Date of Application :

Application Form					
Dept/Faculty		Position	<input type="checkbox"/> Full-time Teacher <input type="checkbox"/> Graduate Student		
Name of Applicant		ID Number			
Phone Number		E-mail			
Subject/Research Topic					
Media type	<input type="checkbox"/> Chinese Book <input type="checkbox"/> Foreign Book <input type="checkbox"/> A/V Materials <input type="checkbox"/> Other_____				
Purchase	<input type="checkbox"/> By Librarian <input type="checkbox"/> By Applicant				
Title					
Author		ISBN/ISSN		Price	
Publisher		Edition/Year		Quantity	
Title					
Author		ISBN/ISSN		Price	
Publisher		Edition/Year		Quantity	
Title					
Author		ISBN/ISSN		Price	
Publisher		Edition/Year		Quantity	
Notes :					

Approved by head of department :

Approved by librarian :

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Important Notes :

- 1. Eligible User:** full-time teacher and graduate student
- 2. Service Policy:**
  1. The quantity limit of same edition books is 3 copies. Please use the library WebPAC to check we do not hold the item you require in advance.
  2. The rush service is available only for teaching and research purpose.
  3. The amount of acquisitions should not exceed NT\$ 6,000 per order, and the limits of application by the same applicant are twice in one semester. Moreover, purchases can only be made when the department's budget is allowed.
  4. Please fill out this form, approved by the head of department and forward to the Acquisitions & Cataloging Division.
  5. If acquisition accomplished by the applicant, it's a pre-billed case, librarian will help the payment procedure. Please attach the invoice (Unified Business No: 46802708 and Title: Minghsin University of Science and Technology) and goods with the approved application form, forward to the Acquisitions & Cataloging Division within two weeks.