



內部指引編號:	LIB003/202208/IFTM-GL013/V03
建議書編號:	008/LIB/2022
批准日期:	31 / 03 /2022
生效日期:	25 / 08 /2022
下次預定審核日期:	01 / 01 /2025
取代版本:	LIB003/202005/IFTM-GL013/V02

第LIB003/202208/IFTM-GL013/V03號內部指引 澳門旅遊學院準教學人員臨時圖書證申請指引

為便利準教學人員使用圖書館服務以準備教材，建議允許準教學人員申請臨時圖書證。

1. 申請

- 已獲得澳門旅遊學院發出的任用通知書。
- 申請者需透過limesurvey線上系統填寫澳門旅遊學院準教學人員臨時圖書證申請表及上傳本指引中第6項所載的文件。
- 經批准申請後，澳門旅遊學院將提供收費收據管理系統的支付連結予申請者，申請者可透過線上支付平台或親臨澳門旅遊學院行政及財政輔助處辦公時間內繳納保證金。
- 經圖書館確認，酒店管理學校、旅遊管理學校及持續教育學校的行政人員會為合資格的準教學人員提供臨時圖書證，準教學人員可憑證外借館藏。
- 只有申請者有權使用臨時圖書證借出館藏，不得轉讓他人。

2. 費用

- 每一位申請者應向澳門旅遊學院支付澳門元1,000元正作為保證金（經批准申請後付款），保證金將於任用通知書生效日起進行退回手續。
- 所有費用應透過線上支付平台或於辦公時間內（星期一至四，09:00-13:00, 14:30-17:45 及星期五 09:00:13:00, 14:30-17:30）親臨澳門旅遊學院行政及財政輔助處繳納。

3. 退出

準教學人員任用通知書生效當日，圖書館將自動取消其臨時圖書證，經權限實體批准其退回保證金申請後，所有保證金將透過銀行轉帳於一個月內退回。



澳門旅遊學院
INSTITUTO DE FORMAÇÃO TURÍSTICA DE MACAU
Macao Institute for Tourism Studies

4. 外借政策
圖書館網頁內的“借閱規則”內列明可外借的借閱限額及資料類別。
5. 特別規定
 - a. 申請者應同意並遵守澳門旅遊學院圖書館所訂定的規則。
 - b. 澳門旅遊學院保留對任何不通過批准申請的權利。
 - c. 圖書館保留隨時修改規則的權利。
 - d. 申請者有責任留意圖書館網頁上發佈的最新消息。
6. 所需文件
 - a. 身份證明文件之副本。
 - b. 澳門旅遊學院發出的任用通知書影印副本。
7. 本指引的生效日期為 2022 年 8 月 25 日。



Internal Guideline No. LIB003/202208/IFTM-GL013/V03
Application Guideline for Temporary Library Membership for IFTM
Prospective Academic Staff

To assist prospective academic staff with preparing teaching materials using Library services, it is recommended to allow prospective academic staff to apply for temporary library membership.

1. Application

- a. Eligible for those who have obtained IFTM offer letter
- b. Applicants have to fill in the application form via limesurvey online system and upload the required documents in Clause 6.
- c. Upon approval of the application, IFTM will provide a Receipt Management System payment link to the applicant. The applicant can make the payment via online payment platforms or visit IFTM Administrative and Financial Division during office hours to pay the caution fee in person.
- d. Upon confirmation by IFTM Library, SHM/STM/SCE administrative staff will issue the temporary card to the applicant. The prospective academic staff are eligible to check out items from Library using the temporary card.
- e. Only the applicant is eligible to use the temporary card for borrowing. The temporary library membership is not transferable to a third party.

2. Payment

- a. Each applicant is entitled to pay IFTM a caution fee of MOP1000 (payment should be made only after application is approved). Refund procedure of the caution fee will begin on the effective day as indicated on the offer letter.
- b. All payment should be made via online payment platforms or in person at IFTM Administrative and Financial Division during office hours (Monday to Thursday 09:00-13:00, 14:30-17:45 and Friday 09:00-13:00, 14:30-17:30).

3. Withdrawal

On the effective day as indicated on the potential academic staff's offer letter, the temporary library membership will be cancelled automatically. Upon Authorities' approval, all caution fee will be refunded via bank transfer in one month.



4. Lending Policy

The loan quota and on-loan items are listed under “Borrowing” at Library website.

5. Special Regulations

- a. Applicants should agree and abide by the rules and regulations laid down by IFTM Library.
- b. IFTM reserves the right and discretion of not approving any applications.
- c. Library reserves the right to amend the rules and regulations at any time.
- d. Applicants are responsible to check the latest news at Library website.

6. Required Documents

- a. A copy of identity documents.
- b. A copy of the IFTM offer letter

7. This guideline is effective as of 25 August 2022.

In case of any discrepancy between the English and Chinese version, the Chinese version shall prevail.