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第LIB001/202208/IFTM-GL008/V02號內部指引 澳門旅遊學院校友圖書證申請指引

為鼓勵澳門旅遊學院校友使用圖書館服務和資訊方面的需求，透過申請圖書證為校友提供旅遊及酒店專業的相關資料，並支援其職業生涯的規劃及發展。因此，在不影響本圖書館正常運作下，訂立此“澳門旅遊學院校友圖書證申請指引”。

1. 申請

- a. 持有澳門旅遊學院校友卡的人士均可申請校友圖書證。
- b. 申請者需透過 limesurvey 線上系統填寫澳門旅遊學院校友圖書證申請表及上傳本指引中第 7 項所載的文件。
- c. 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。
- d. 提交所有申請所需文件及保證金後，合資格的校友可外借澳門旅遊學院圖書館的館藏。
- e. 只有申請者有權使用校友圖書證借出館藏，不得轉讓他人。

2. 費用

- a. 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（經核准申請後付款），保證金可於申請者完成辦理退出手續並歸還所有已外借館藏後退回。
- b. 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

如要取消服務，所有保證金之退回將於提交退出服務申請日起計一個月內透過銀行轉帳或收到通知後於辦公時間內（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領取銀行支票。

4. 續期

若圖書館沒有收到退出的申請，校友圖書證將於翌年自動續期。

5. 外借政策

- a. 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。
- b. 申請者有責任需承擔圖書館所訂定因逾期而產生的所有費用。

6. 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。

7. 所需文件

- a. 澳門旅遊學院校友卡副本。

8. 本指引的生效日期為 2022 年 8 月 25 日。



Internal Guideline No. LIB001/202208/IFTM-GL008/V02
Application Guideline for IFTM Alumni Library Membership
(ALM)

To encourage IFTM alumni to utilise library services and information, Library provides alumni with tourism and hotel related professional information and supports the planning and development of their career path via Alumni Library Membership (ALM). Hence, without affecting the normal operation of IFTM Library, “Application Guideline for IFTM Alumni Library Membership (ALM)” is established.

1. Application

- a. All holders of IFTM Alumni Card are eligible to apply for ALM.
- b. Applicants have to fill in the ALM application form via limesurvey online system and upload the required documents as indicated in Clause 7.
- 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 presenting of all required documents and payment of caution fee, the alumni are eligible to check out items from IFTM Library.
- e. Only the applicant is eligible to use the Alumni Card for borrowing. ALM 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). The caution fee is refundable when the member has completed all withdrawal procedures and has returned all on loan items.
- 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

In case of withdrawal, all caution fee will be refunded within a month from the date of request via bank transfer, or by means of cheque which can be claimed in person upon notification 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).

4. Renewal

The membership will be automatically renewed for the next year if Library does not receive any request for withdrawal.

5. Lending Policy

- a. The loan quota and on-loan items are listed under “Borrowing” at Library website.
- b. Applicants are fully responsible for any overdue charges at the rate set by the Library.

6. 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.

7. Required Documents

- a. A copy of the IFTM Alumni Card

8. 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.