附表 **图书馆自建库入库资源申请表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **入库时间** | | **年 月 日** | | | | | | | | | | | | | |
| **（学院、部、处室）** | |  | | | | | | | | | | | | | |
| **提交资源的教师** | | **姓名** |  | | **联系方式** | | | | | |  | | | | |
| **接收资源的教师** | | **姓名** |  | | **联系方式** | | | | | |  | | | | |
| **电子资源** | | | | | | | | | | | | | | | |
| **序号** | **资源名称** | **资源内容简介** | | | | **文件格式** | | | | **文件数量** | | **数据大小** | | | **详情备注** |
|  |  |  | | | |  | | | |  | |  | | |  |
|  |  |  | | | |  | | | |  | |  | | |  |
| **纸质资源** | | | | | | | | | | | | | | | |
| **序号** | **资源名称** | **数量及单位**  **册/页** | | **份数** | | **是否留有副本** | | | **是否由自建库保存** | | | **如需归还归还日期** | | **详情备注** | |
|  |  |  | |  | |  | | |  | | |  | |  | |
|  |  |  | |  | |  | | |  | | |  | |  | |
| **其他资源** | | | | | | | | | | | | | | | |
| **序号** | **资源名称** | **类型** | **数量及单位** | | | **份数** | | **是否由自建库保存** | | | | | **如需归还归还日期** | **详情备注** | |
|  |  |  |  | | |  | |  | | | | |  |  | |
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| **负责人签字** | | **年 月 日** | | | | | **主管领导意见**  **（签字、盖章）** | | | | | | **年 月 日** | | |
| **审查小组意见**  **（签字、盖章）** | | **年 月 日** | | | | | **校长特批**  **（签字、盖章）** | | | | | | **年 月 日** | | |

填表说明：1.本申请表纸质一式两份并附电子文档，自建库和提交资源单位各保存一份纸质表格。

2.格子列间距、行距、行数可酌情调整。