

香港中文大学（深圳）图书馆《教职人员自主购书管理办法》

为了丰富图书馆馆藏建设,更好支持各学科建设及教学科研活动,图书馆原则上允许校内教职人员一定范围自行购书,具体内容如下:

一、教职人员适用范围

在校在岗全职教职人员均可根据需要自主购书。

二、购书金额

中国大陆购书:每人每次可自行采购图书总金额为 5000 元以下。

国外及中国港澳台购书:每人每次可自行采购图书 10 册以下且总金额不超过 5000 元。

三、图书内容及质量要求

为了获得报销,所购图书必须满足以下要求:

- 1.所购置图书均需为其所在学科或本校现有学科相关内容。
- 2.所购图书必须为正版,盗版、盗号等书籍不予报销。尽量购买全新图书,特殊情况须事先说明。

四、报销流程

请按照以下步骤申请报销:

1. 申请人填写自主购书申请表(附件 1),将书目 ISBN、书名、作者、出版社、购买数量、价格等信息提交给学科馆员。图书馆将图书信息与馆藏资源进行查重、审核,重复书目,原则上不再购买,不符合馆藏原则的也不予购买。
2. 申请人收到自主购书审批表后,即可自行购买图书。
3. 购买图书后,申请人将申请表与发票、所购图书给学科馆员,办理报销手续。
 - a.国内购买图书需提供的信息:书单(附件 2)、发票、电商订单截图或其他购买凭

证 (如有)。

b.国外购买图书需提供的信息: 书单 (附件 2)、receipt/invoice、电商订单截图 (如有)。

c. 如有运费, 需提供单独的运费发票, 承运项目须与所报销图书清单相符。

4. 图书馆预计将于 15 个工作日内完成图书加工, 图书上架后, 图书馆将通知申请人借阅。

5. 图书馆将尽快完成固定资产和财务报销流程, 书款和运费将报销至收款人账户。

五、图书归属。

教职工自主购置的图书属于学校固定资产, 须入馆编目收藏。

本制度由图书馆负责解释与修订, 图书馆委员会审议通过后执行。

香港中文大学 (深圳) 图书馆

2024 年 04 月 18 日

CUHK-Shenzhen Library Regulations on Autonomous Book Acquisition by Faculty and Staff Members

To enrich the library collection and provide more support to teaching and research, the Library allows faculty to purchase books within certain limits. The detailed information is as follows:

1. Target Users:

The policy applies to all full-time faculty members and administrative staff in CUHK-Shenzhen.

2. Expense Limit:

For books purchased in mainland China: Everyone can apply for reimbursement up to a maximum of 5000.00 Yuan per transaction.

For books purchased abroad and in HK, Taiwan, Marco (China): Everyone can apply for reimbursement up to a maximum of 5000.00 Yuan and ten titles per transaction.

3. Book Quality Standards:

To be eligible for reimbursement, the books must meet the following criteria:

3.1 The books must be related to the disciplines and subject fields at our university.

3.2 The books must be legally published. Reimbursement will not be provided for pirated books. It is encouraged to purchase new books, with exceptions explained in advance.

4. Reimbursement Procedure:

To apply for reimbursement, please follow these steps:

4.1 Fill out the Book Acquisition Application Form (Attachment 1) and provide detailed book information (ISBN, title, author, publisher, quantity) to the subject Librarian. The Library will review the books to ensure there are no duplicates in our collection. Duplicate titles will generally not be purchased, and books that do not align with our collection principles will not be acquired.

4.2 After receiving approval from the Library, you may proceed with purchasing the books.

4.3 Once the books are ordered, please hand them, along with the reimbursement materials, to the subject Librarian for further processing.

- a. For books purchased in mainland China: Provide a booklist (see attachment 2), invoice, e-commerce platform ordering record, and any other relevant materials.

- b. For books purchased abroad and in HK, Taiwan, Marco (China): Provide a booklist (see attachment 1), invoice/receipt, and e-commerce platform ordering record (if applicable).
- c. Shipping fee: If shipping fees are incurred, please provide an independent shipping fee invoice or receipt. Ensure that the items to be carried match the books for which reimbursement is requested.

4.4 The Library will process the books within 15 working days and notify you once they are available.

4.5 The reimbursement process, including fixed assets and shipping fees, will be completed as soon as possible. The book expenses and shipping fees will be reimbursed to your designated account.

5. Asset Management:

Please note that the books acquired through this process belong to the university and should be kept in the Library.

The Library is responsible for interpreting and revising this policy and implementing the policy after the committee's deliberation and approval.

Library

2024 Apr. 18th