

FU HUI LIBRARY 福慧图书馆

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FEEDBACK FORM 意见表

To improve our Library services, we will appreciate your comments on Fu Hui Library. Please write them down on this form and returned it by mail or simply drop it into the suggestion box in the Library.

本图书馆忠心期待您宝贵的意见以协助我们改进福慧图书馆的服务。请在意见表填写您的建议，并寄回或投入图书馆内的意见箱即可。

	Description 项目	Excellent 优	Good 好	Satisfactory 满意	Poor 差
1.	LIBRARIAN 图书管理员服务				
	a. Manner 态度				
	b. Helpfulness 友善				
	c. Knowledge 知识				
	d. Efficiency 效率				
	e. Others, please specify 其他请详解 _____				
2.	COLLECTIONS 藏书				
	a. Variety 种类				
	b. Relevance 切题				
	c. Up-to-date 更新				
	d. Physical Condition 书籍状况				
	e. Availability 可用性				
	f. Layout 排列				
	g. Classification 分类				
	h. Others, please specify 其他请详解 _____				
3.	FACILITIES & SERVICES 设施与服务				
	a. Internet Stations 网站				
	b. Audio-Visual Corner 视听角落				
	c. Meditation Hall 静坐室				
	d. Book Search 书籍查寻				
	e. Photocopying Services 影印服务				
	f. Book Reservation 保留书籍				
	g. Others, please specify 其他请详解 _____				

	Description 项目	Excellent 优	Good 好	Satisfactory 满意	Poor 差
4.	ENVIRONMENT 图书馆环境				
	a. Ambience 舒适程度				
	b. Cleanliness 清洁度				
	c. Furnishing & Layout 布置与摆设				
	d. Physical Condition 环境状况				
	e. Lighting 灯光				
	f. Air-conditioning 冷气				
	g. Others, please specify 其他请详解 _____				
5.	COURSES 课程				
	a. Publicity 宣传				
	b. Fee 课程费				
	c. Instructor 指导老师				
	d. Timing 时间				
	e. Course Material 课程材料				
	f. Venue 地点				
	g. Others, please specify 其他请详解 _____				
6.	MOVIE SCREENING/TALK 影碟放映/讲座				
	a. Publicity 宣传				
	b. Equipment 器材				
	c. Timing 时间				
	d. Contents 内容				
	e. Layout 设备				
	f. Venue 地点				
	g. Others, please specify 其他请详解 _____				
7.	<p>Would you recommend this library to your colleagues and friends? 您是否会介绍本图书馆给您的同事与朋友?</p> <p><input type="checkbox"/> Yes, I would recommend 会, 我会介绍 <input type="checkbox"/> No, I would not recommend 不会, 我不会介绍</p> <p>If 'no', please give reason 若“不会“, 请说明原因: _____</p>				
8.	<p>Would you recommend the courses conducted by the library to your colleagues and friends? 您是否会介绍本图书馆所主办的课程给您的同事与朋友呢?</p> <p><input type="checkbox"/> Yes, I would recommend 会, 我会介绍 <input type="checkbox"/> No, I would not recommend 不会, 我不会介绍</p> <p>If 'no', please give reason 若“不会“, 请说明原因: _____</p>				
9.	<p>OTHER COMMENTS 其他建议: _____</p>				

(Please feel free to attach additional pages for comments)

Name (Optional): (Mr/ Mrs/ Ms/Dr) _____

THANK YOU!