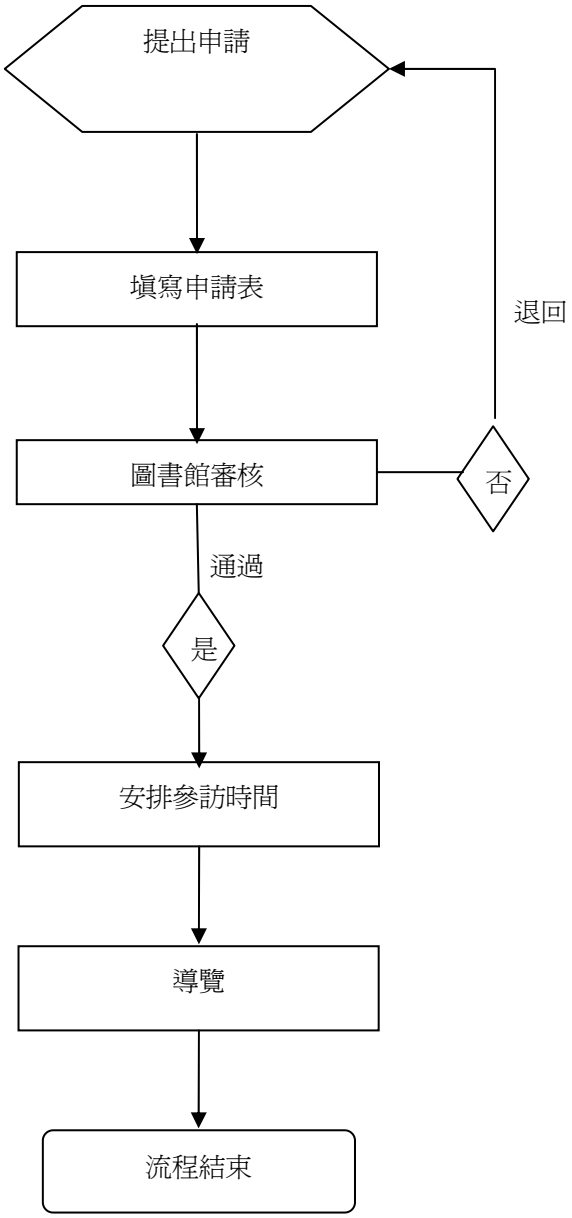圖書館導覽申請流程