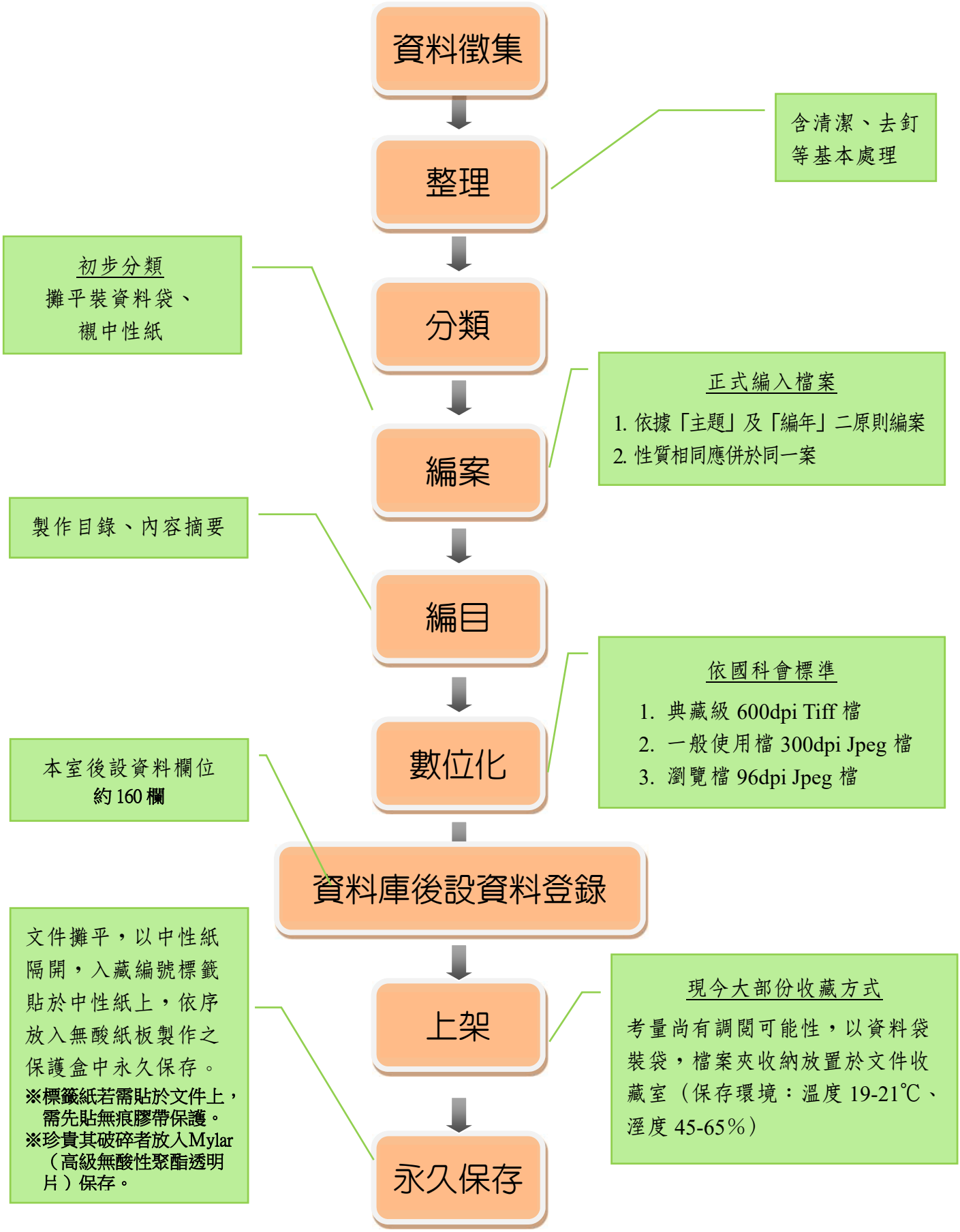輔仁大學校史室檔案編目流程圖