

國立成功大學圖書館借還書保證書
NCKU Library Borrowing Guarantee Form for Faculty/Staff

證號(Card No.)：

AI05002-001-3.1

申請人：_____	系所單位：_____
(Applicant Name)	(Department)
識別證號：_____	身分證字號：_____
(Faculty/Staff ID Number)	(National ID No.)
職稱：_____	聯絡電話：_____
(Position)	(Tel No.)
生日：_____	行動電話：_____
(Birth Date)	(Mobile Phone No.)
地址：_____	
(Address)	
E-MAIL：_____	

RFID No.：_____ 聘用有效期限：依聘書為準
(此欄由館員填寫) (Expiration Date)：According to the Contract Period.

備註(Note)

- 請提供聘僱相關證明文件、身分證、照片一張，線上申請者於領取借書證時請出示前述文件正本。
Please provide your NCKU employment contract, national ID card, and one recent photo. Online applicants shall present original copies of the aforementioned documents for inspection when picking up the actual card.
- 若保證人離校或退休，則須重新填寫借還書保證書。
If guarantors left the school or retired, applicants must find another guarantor and refill this form.

.....以下由保證人填寫.....
(For guarantor to fill out.)

茲保證上述申請人，願遵守圖書館借還書之相關規則。若該君離職時有圖書逾期未還、毀損、遺失或未繳滯還金情形，本人願負連帶賠償責任。

I hereby certify that the above applicant will abide by all regulations of the NCKU Library. If applicants left the school without notice, I will be responsible for any materials, loss or fines incurred on this card.

保證人(Signature of Guarantor)：_____ (簽章)	系所圖章：
識別證號(Faculty/Staff ID Number)：_____	<div style="border: 1px solid black; width: 100px; height: 100px;"></div>
職稱(Position)：_____	
聯絡電話(Telephone No.)：_____	

備註(Note)

保證人須為本校編制內之教職員，另有規定者，從其規定。

Only full-time faculty or civil servant of NCKU can act as guarantors unless otherwise prescribed by applicable regulations.

經辦人：_____	主管：_____	年 月 日
(Library Staff)	(Director)	(Date)

NCKU Library Personal Data Collection Agreement

According to the Personal Data Protection Act, National Cheng Kung University Library (hereinafter as NCKU Library) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU Library.

Signing your name at the end of this agreement indicates that you have read, understood and accepted the contents set forth below.

I. Basic Data Collection, Renewal and Management

- (I) NCKU Library will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCKU Library to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCKU Library of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
 - 1、 To check or review the collected data.
 - 2、 To receive a photocopy of the collected data.
 - 3、 To supplement or revise the collected data.
 - 4、 To cease the collection, processing or use of the collected data.
 - 5、 To delete the collected data.

However, NCKU Library may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, NCKU Library shall not be held responsible for any compensation.

II. Purpose of Personal Data Collection

- (I) NCKU Library collects your personal data to meet the needs of library administration.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU Library, you may lose certain rights or benefits as a consequence.
- (III) From this date onward, NCKU Library will use your personal data to handle the following matters:
 - 1. Loan guarantee for applicants
 - 2. Guarantor's liability for the debts.

III. Basic Information Security

Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU shall inspect the cause and inform you by phone, mail, email or website notice.

IV. Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) NCKU Library is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCKU Library website. Should you disagree with any amendments, please exercise your right to request that NCKU Library discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Tainan District Court as the court of the first instance jurisdiction.

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

Signature:

Date: / /