

國立成功大學圖書館研究所休學生臨時借書證申請表

NCKU Library Temporary Card Request Form for Graduate Student on Leave of Absence

日期/Date : ____年(yy)____月(mm)____日(dd)

證號/No. : _____

AI05002-009-1.2

姓名/Name : _____ 身分證字號/Passport No. : _____ 生日/Date of Birth : _____

系所/Department : _____ 學號/Student ID No. : _____

電話/Telephone : _____ E-mail : _____

地址/Address : _____

休學期間/Duration of Leave : 自 /from _____ 年 _____ 月 _____ 日至/to _____ 年 _____ 月 _____ 日止

◎備註 / Please Note :

1. 請攜帶本校學生證、休學證明、照片 1 張並填具本申請表，至總圖書館流通櫃檯辦理。
Please submit this form to the Circulation Desk along with your NCKU student ID card, petition for Leave of Absence, and one current photo.
2. 借書證有效期限至當次休學期限止。
This card is only valid until the end date of the Leave of Absence.
3. 借書證僅限本人使用，如遺失請立即至流通櫃檯處理。
Library cards are for personal use only. All lost or stolen cards should be reported to the Circulation Desk.
4. 日後復學時，必須主動告知圖書館更正紀錄和還清所借書籍，並至總圖書館流通櫃檯註銷研究所休學生臨時借書證。
After returning to school, applicants should return all borrowed items and the temporary library card to the Circulation Desk.
5. 休學生向本館借閱書籍，應負保管之責並準時歸還，倘有逾期未還、毀損或遺失情形，悉依圖書館相關規定辦理。
Applicants are responsible for returning borrowed items on time.
6. 其他未盡事宜悉依本館相關規定辦理。
Any related matters should be dealt with according to the library rules.

.....以下由保證人填寫.....

(For guarantor to fill out)

1. 保證上述申請人，願遵守圖書館借還書之相關規則。若該君有圖書資料逾期未還、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/ Guarantor(指導教授/Advisor) _____ (簽章/ Signature and Seal)

保證人證號/ Advisor's Staff ID Number : _____

聯絡電話(Telephone No.) : _____

研究所圖章/ Department Seal :



※可借閱圖書冊數為 50 冊，借期 30 天，預約冊數為 10 冊，續借次數為 11 次。電子資源使用和院系圖書室、多媒體服務中心館藏借用，倘另有限制則從其規定。

Borrowing privilege: 50 volumes / 30 days ; Reserve books : 10 volumes; Renewal: 11 times/per item.

If library branches such as the medical library, subject library, multimedia center and e-resource use have their own special rules, applicants must abide by their own rules.

2. 繳交保證金 3,000 元。

Pay a deposit of NT\$3,000.

※(1)可借閱圖書冊數為 5 冊，借期 21 天，預約冊數為 2 冊，續借次數為 1 次。

Borrowing privilege: 5 volumes / 21 days ; Reserve books : 2 volumes; Renewal: 1 times/per item.

(2)退證時，請攜帶保證金收據正本至圖書館櫃檯辦理退還保證金。

Please bring the receipt to get your deposit back upon the return of this card.

持卡人簽收 _____ 年 _____ 月 _____ 日發卡 經辦人：_____ 主管：_____

Applicant's signature : _____ 年 _____ 月 _____ 日註銷 經辦人：_____ 主管：_____

