

# 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/Note :

1. 請提供本校學生證、休學證明、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 student ID card, petition for Leave of Absence, and one recent photo. Online applicants shall present original copies of the aforementioned documents for inspection when picking up the actual card.
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台處理。  
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台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台辦理退還保證金。

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

持卡人簽收

Applicant's signature : \_\_\_\_\_

年

月

日發卡

經辦人 : \_\_\_\_\_

主管 : \_\_\_\_\_

年

月

日註銷

經辦人 : \_\_\_\_\_

主管 : \_\_\_\_\_

# NCKU Library Personal Data Collection Agreement

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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: Library circulation, related statistical analysis, contacts and inquiries.

## 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:     /     /