本表單所蒐集之個人資料，係基於圖書館管理需求之特定目的而蒐集，將用於辦理成大圖書館珍貴資料調閱業務之處理與利用，蒐集之資料將依個人資料保護法相關規定處理。當您填寫本表單之個人資料時，即視為您已瞭解上述相關內容，並同意本館蒐集、處理及利用您的個人資料。

**國立成功大學圖書館珍貴資料調閱申請單**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 | |  | | 教職員工生證號/  身分證字號(校外) | | | | |  | | | 系所(單位) | | |  | |
| 電話或手機 | |  | | Email： | | | | | | | | 申請日期 | | | 年 月 日 | |
| 序號 | 索書號 | 登錄號 | 書名 | | | 調閱  審定 | | 序號 | 索書號 | 登錄號 | | | | 書名 | | 調閱  審定 |
| 1 |  |  |  | | | ○可調閱  ○不提供 | | 6 |  |  | | | |  | | ○可調閱  ○不提供 |
| 2 |  |  |  | | | ○可調閱  ○不提供 | | 7 |  |  | | | |  | | ○可調閱  ○不提供 |
| 3 |  |  |  | | | ○可調閱  ○不提供 | | 8 |  |  | | | |  | | ○可調閱  ○不提供 |
| 4 |  |  |  | | | ○可調閱  ○不提供 | | 9 |  |  | | | |  | | ○可調閱  ○不提供 |
| 5 |  |  |  | | | ○可調閱  ○不提供 | | 10 |  |  | | | |  | | ○可調閱  ○不提供 |
| **注意事項：**   1. 填寫後請送交本館5樓典藏閱覽組辦公室或1樓流通櫃台。經本館核定後，通知申請人於保留期限內洽典藏閱覽組調閱使用。 2. 調閱使用時間：本校上班日週一至週五9:30-16:30。限於指定地點閱覽使用，調閱資料至遲須於使用時間結束前洽本館典藏閱覽組辦理歸還手續。 3. 保留期限：每一申請件經核定後，自本館通知次日起保留3天（不含例假日）為原則，逾時未取以棄權論。 4. 調閱冊數：每次之調閱冊數以10冊(件)為限。 5. 凡通過調閱申請者，須憑本校識別證、學生證、身分證、駕照、健保卡、教師證、護照等足以證明個人身分之有效證件，始得提閱。 6. 凡欲重製珍貴資料者，限以相機、手機等與攝影有關之器材翻拍，不得影印或以其他有損原件之方式重製，並應遵守著作權法相關規定。 7. 讀者使用調閱資料時，須對珍貴資料慎加愛護，並遵守「國立成功大學圖書館珍貴資料使用服務要點」之規範。 8. 業務聯絡電話：校內分機 65756（典藏閱覽組）。   ** 本人已詳細閱讀並同意遵守上述事項。 簽署人(簽名)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | |
| **※以下由圖書館填寫** | | | | | | | | | | | | | | | | |
| 收件日期： 年 月 日 | | | | | 典藏組承辦人（加註日期） | | | | | | 單位主管（加註日期） | | | | | |
| 收 件 人： | | | | | 簽章： | | | | | | 簽章： | | | | | |
| 通知日期： 年 月 日 | | | | | **※本書保留至**　 **年 月 日 時 分，逾時未取以棄權論。** | | | | | | | | | | | |
| 通 知 人： | | | | |
| 使用時間： | | 年 　 月 日　 時 分 | | | | | 單位承辦人簽章： | | | | | | 讀者取書簽名： | | | |
| 歸還時間： | | 年 　 月 日　 時 分 | | | | | 單位承辦人簽章： | | | | | | 讀者取回證件簽名： | | | |

Your personal data written in this form will be collected to meet the needs of library administration and used to handle the services for using special collections by NCKU Library. Your personal data will be used under the constraint of Personal Data Protection Act, and 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. Your submission of this application form indicates that you have read, understood and accepted the contents set forth above.

**國立成功大學圖書館珍貴資料調閱申請單**

**National Cheng Kung University Library Special Collections Retrieval Request Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | ID Number | | | | |  | | | Department | | |  | |
| Contact Number | |  | | Email： | | | | | | | | Request Date | | | (Y) (M) (D) | |
| # | Call No. | Item Barcode | Title | | | Access Approval | | # | | Call No. | Item Barcode | | | Title | | Access Approval |
| 1 |  |  |  | | | ○ YES  ○ NO | | 6 | |  |  | | |  | | ○ YES  ○ NO |
| 2 |  |  |  | | | ○ YES  ○ NO | | 7 | |  |  | | |  | | ○ YES  ○ NO |
| 3 |  |  |  | | | ○ YES  ○ NO | | 8 | |  |  | | |  | | ○ YES  ○ NO |
| 4 |  |  |  | | | ○ YES  ○ NO | | 9 | |  |  | | |  | | ○ YES  ○ NO |
| 5 |  |  |  | | | ○ YES  ○ NO | | 10 | |  |  | | |  | | ○ YES  ○ NO |
| **Notices：**   1. Please submit this form to the 5th floor Collection Management and Circulation Services Division office or the 1st floor Circulation Desk. Once approved, the requester will be notified by the Collection Management and Circulation Services Division to collect and use the materials within the retention period. 2. Access Hours: Monday to Friday, from 9:30am to 4:30pm. Materials must be read at designated location. Any materials retrieved must be returned to the Collection Management and Circulation Services Division by the end of the same day’s access hours. 3. Retention period: Upon approval of each request, there is a retention period of 3 days (not including holidays) starting from the day after the retrieval notice has been sent. Materials not retrieved within the retention period will be re-shelved. 4. Number of materials for retrieval: Each retrieval request is limited to 10 materials (items). 5. Successful requesters must present a valid identification to prove their identity such as NCKU ID, Student ID, National ID, Driving License, NHI card, First Teacher Certificate and Passport to retrieve the materials. 6. Users who want to reproduce special materials may do so only through photographic equipment such as a camera or a smartphone. Reproduction through photocopying or any other method that could damage the original material is strictly prohibited. Additionally, users must adhere to copyright laws and related regulations. 7. Users using the special collections must take good care of it and comply with the regulations set forth in National Cheng Kung University Library Guidelines for Use of Special Collections 8. Contact Inquiries: Collection Management and Circulation Services Division,06- 2757575 ext.65756.   ** I have read, understood and agree to comply with the above mentioned terms and conditions Signature：** | | | | | | | | | | | | | | | | |
| **※以下由圖書館填寫 ( For Library Staff Only)** | | | | | | | | | | | | | | | | |
| 收件日期： 年 月 日 | | | | | 典藏組承辦人（加註日期） | | | | | | 單位主管（加註日期） | | | | | |
| 收 件 人： | | | | | 簽章： | | | | | | 簽章： | | | | | |
| 通知日期： 年 月 日 | | | | | **※本書保留至**　 **年 月 日 時 分，逾時未取以棄權論。** | | | | | | | | | | | |
| 通 知 人： | | | | |
| 使用時間： | | 年 　 月 日　 時 分 | | | | | 單位承辦人簽章： | | | | | | 讀者取書簽名Signature for collecting books | | | |
| 歸還時間： | | 年 　 月 日　 時 分 | | | | | 單位承辦人簽章： | | | | | | 讀者取回證件簽名~~S~~ignature for taking back ID card | | | |