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**

**The Application Form for Using National Cheng Kung University Library Special Collections**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | ID number |  | Department |  |
| Telephone |   | Email： | 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. This form shall be sent to the Collection Management Division office on the 5th floor or the circulation counter on the 1st floor. Once approved, the applicant will be notified by the Collection Management Division to use the items within the retention period.
2. The applicant may access the approved items from 9:30 to16:30 on Monday to Friday within the retention period; the items must be used at designated location and returned to the Collection Management Division by 16:30 of the day.
3. After each application has been approved, the retention period is 3 days (excluding holidays) from the next day after being notified by the Library; if failed to access the materials before the deadline, it is considered waiver of right.
4. The number of items to be requested each application is limited to 10.
5. All applicants who are approved to access of special collections must bring valid certificates such as the NCKU ID card, student ID card, national ID card, driver’s license, health insurance card, teacher’s license, passport to prove your personal identity.
6. Anyone who wishes to photocopy the items shall be limited to using cameras, mobile phones and other equipment related to photography, and shall not be photocopied or reproduced in other ways that impair the originals, and shall comply with the relevant legislation on copyright and data protection.
7. Patrons must take care when handling the special collections materials and should comply with “National Cheng Kung University Library Guidelines for Use of Special Collections”.
8. If any problem, please contact Collection Management Division, 2757575 ext.65753.

 **□ I have read, understood and accepted the contents set forth above. 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 (take 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signature (take back your ID card) |

1070531