

NCKU Library Media Center Materials Request Form for Club Activities

Application Date: _____

Department :	Applicant : (NCKU ID : _____)
Event title :	Date needed :
Event place:	
Materials needed :	
1. Title : _____ Accession No : _____	
2. Title : _____ Accession No : _____	
3. Title : _____ Accession No : _____	
Notes :	
<ol style="list-style-type: none"> 1. The applicant must submit this form to Circulation Desk personally. After approved by the Center, applicants are able to conduct the application procedures by presenting valid ID or abiding by the library regulations. 2. Users can borrow up to 3 items for 3 days each time. Reservation can be made one day ahead the event date. There is no renewal. 3. Please return the borrowed material to the Circulation Desk. An overdue fine of NT\$30 per item per day will be charged for the late return. 4. Please comply with the intellectual property law while using the materials. Unauthorized copying, editing, and any other matters which violate the copyright regulations are prohibited and not allowed to be produced publicly for commercial or profit purposes. Users who violate the regulations may be subject to legal recourse. 5. If the damage is caused because of the improper use, the liability to pay compensation is required. 	
<p>* I have read and understood the above information</p>	
Head of Your Dept/Instructor : _____	
Applicant Signature : _____	

Confirmed by : _____ Director : _____

* A copy of this form is given to the applicant for borrowing the materials. The original form is kept at the Media Center.