

# 國立成功大學圖書館交換學生借書證申請表

## NCKU Library Card Request Form for Exchange Student

AI05002-005-3.0

\_\_\_\_\_ (單位)交換學生等名單如下列，擬使用圖書館資源，並願遵守借閱及相關規定；若有交換學生抗拒不負責，則本單位願負連帶保證之責任，並指定業務聯絡人負責與圖書館聯繫。

\_\_\_\_\_ hereby guarantee that the students in the following list are students of the exchange programs and agree to follow all the library rules. If those students violate any of the regulations, we will take full responsibilities.

◆計費方式(Charge)：免費(Free of Charge)

申請單位(Dept.)：\_\_\_\_\_ 業務聯絡人(Contact Person)：\_\_\_\_\_ 校內分機(Ext.No.)：\_\_\_\_\_

申請單位主管簽章(Chairman Signature and Seal)：\_\_\_\_\_ 申請單位圖章(Dept.Seal)：\_\_\_\_\_

申請日期(Application Date)：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

序號 Seq.	姓名 Name	護照號碼 Passport no.	性別 Sex	出生日期 Birth Date	通訊地址 Current Address	Email	電話 Phone	使用期限 Period	備註 Note

經辦人(Library Staff)：\_\_\_\_\_ 主管(Director)：\_\_\_\_\_ 辦理日期(Issue Date)：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

# 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.

**Once you applied for the library card 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- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.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.*