

國立成功大學圖書館 教師/醫師 代借委託卡申請書

NCKU Library Proxy Card Request Form for Faculty/Medical Doctors

No. _____

本人 _____ 因故無法親至圖書館借書，擬委託他人代借，此君所持之識別證，確為本人所交與，若有任何冒借情事願自行負責，請准予借書為禱。

I hereby designate this person as my proxy borrower to check out library materials on my library account on my behalf and be responsible for all activity on my account.

委託人/Faculty Name : _____ (簽名)

系所單位/Department : _____

識別證號/Faculty ID No. : _____

辦理日期/Issue date : _____

經辦人員/Library staff : _____

主 管/Director : _____

重要備註/Important Notes :

1. 請教師/醫師親自攜帶識別證及此申請單至圖書館流通櫃檯辦理，館方將核發代借委託卡。
Current NCKU faculty/medical doctors are eligible for a proxy card. Applicants should bring NCKU faculty ID along with this request form to the Circulation Desk in person.
2. 受委託人需持個人之本校識別證(眷屬攜帶身分證或眷屬閱覽證)、代借委託卡及委託人之識別證到館辦理代借手續。
Proxy card holders should bring the proxy card, his/her personal ID and faculty ID while checking out library materials on faculty's behalf.
3. 欲終止委託時請將代借委託卡繳回流通櫃檯。
If faculty/medical doctors wish to cancel the proxy card for any reason, please return it to the Circulation Desk.
4. 依國立成功大學圖書館圖書資料借閱規則施行之。
The service is based on the National Cheng Kung University Library Rules for Loan Services of Books and Materials.

NCKU Library Personal Data Collection Agreement

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- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.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: To authorize proxy borrowers to borrow books in the professor's name, 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

- (一) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (二) 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: / /