

NCKU Library Art Gallery Request Form

Application Date :

Department :	Applicant :	Tel :
		E-mail:

Event title :

Description of the Event (Please enclose the event's projects or works) :

Exhibition Date (includes set up and clean up time) :

1. Exhibition Dates: ____ (mm) ____ (dd) to ____ (mm) ____ (dd)

2. Set up time: ____ (mm) ____ (dd) ____ (tt) to ____ (mm) ____ (dd) ____ (tt)

3. Clean up time: ____ (mm) ____ (dd) ____ (tt) to ____ (mm) ____ (dd) ____ (tt)

* Exhibition Opening: ____ (mm) ____ (dd) ____ (tt)

Rental fee \$ _____ Free of charge

Deposit \$ _____ **(Fill up by the Library)**

Notes :

1. Requests for Art Gallery are subject to **The NCKU Library Art Gallery Regulations.**
2. Applicants should sign the **Agreement** and assign a particular person to contact with the library staff.
3. No signs, banners or flyers can be posted before approved by the Library.
4. Applicants should keep those equipments, materials, and works of the exhibition in order. The Library cannot be held responsible for any loss or damage of those mentioned items.
5. Set up and clean up are the user's responsibility.
6. The liability to pay compensation is required under any damage or loss caused by the improper usage.
7. The lawn outside the Gallery is not available for use. Any needs associated with using the lawn must be pre-approved by the Library.
8. Food and drinks are allowed only during the Exhibition Opening.
9. The library reserves the right to cancel the request if there is a discrepancy between the content of exhibition and application or used by the third party without the Library approval. Under the circumstances, it is not refundable for the rental fee but the deposit will be fully refunded.
10. For additional exhibition period, please submit the application to the library or Art Center three days before the scheduled date.
11. The Library reserves the right to cancel any requests due to our own activities. The Library would inform the applicant 14 days ahead to change the exhibition date. The Library would return all collected money if new schedule could not be arranged.
12. The result will be notified by E-mail. Applicant could contact at 06-2757575 ext.65766 for further information.

Agreement

*** I have read and understood the above information**

Applicant Signature : _____ Head of Your Dept : _____

Library Head of Library Director :
 Staff: _____ Circulation & Public Service Dept.: _____

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 on the request form 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:
 - Applying for library tours, 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.