

# 國立成功大學圖書館教學/研究用書長期借閱申請表

## NCKU Library Long-Term Loan Request Form

申請人： Name:	系所/單位： Department/Institute:	申請日期 yyyy/mm/dd
職稱 Position:	借書證號： ID No.:	聯絡電話 Phone:
E-Mail:		
申請理由 Purpose	<input type="checkbox"/> 研究計畫用資料 For Project Use  計畫主持人 Project Primary Investigator:  計畫編號 Project No.:  結案日期 Project Deadline:      年    月    日 (yyyy/mm/dd)  借閱到期日 Due Date:              年    月    日 (yyyy/mm/dd)	
	<input type="checkbox"/> 教學用資料 For Teaching Use  1. 上學期申請者借閱到期日為隔年 1 月 31 日。 Due date of Long-Term Loan for fall semester would be Jan. 31 <sup>st</sup> next year. 2. 下學期申請者借閱到期日為 7 月 31 日。 Due date of Long-Term Loan for spring semester would be July 31 <sup>st</sup> .	
經辦人： Library Staff	組長： Director of Division	館長： Director of Library

備註：

1. 長期借閱資料以圖書為限；申請時請附上欲借閱圖書清單(包括書名及本館館藏登錄號)。
2. 指定參考書、參考書、期刊(含合訂本)、學報及多媒體視聽等資料均不得申請。
3. 初次申請研究計畫用資料，請提供相關計畫核定影本、本申請表及擬借圖書清單，借期依計畫執行期間加 3 個月為限。
4. 研究計畫延長時，請重新辦理研究計畫用資料申請。
5. 申請人須妥善保管所借圖書資料，逾期歸還、遺失或毀損概依圖書館相關規定賠償。
6. 圖書館得視需要臨時催還長期借出之資料。

Notes:

1. Long-Term Loan for books only. Please provide a detailed list including title and accession no.
2. Exceptions to Long-Term Loan are Course Reserves, Reference books, Periodicals, College Journals and Multimedia materials.
3. Due date for Project Use would be 3 months after the end of the Project.
4. Due to the extension of the Project, please reapply the Long-Term Loan for Project Use.
5. Overdue fines and replacement fees observe the regular borrowing policy.
6. The Library reserves the right to recall items that are checked out in case of urgent requests.

# 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.

**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:
  - Requesting for long-term loans to meet the teaching and research needs of professors, 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: / /

擬長期借閱圖書清單  
Title List of Long-Term Loan

序號 No.	書 名 Title	本館登錄號 Accession No.

(不敷使用, 請自行影印/Copy if you needed .)