

國立成功大學圖書館退休人員借書證申請表

NCKU Library Card Request Form for Retiree

證號(Card No.)：

AI05002-002-4.1

姓名： (Name)	身分證字號： (ID No.)	聯絡電話： (TEL)
性別： (Sex)	出生年月日： (Date of Birth)	手機： (Mobile)
E-Mail：		
戶籍住址： (Address)		
聯絡住址： (Contact Address)		
原單位： (Retired from)		
(院/館/處/室/中心)		(系所/組/科部)

本人願意遵守圖書館所有借還規定及管理規則，並請_____先生/小姐(Mr. / Ms.)

關係(Relationship)：_____聯絡電話(Telephone no.)：_____為聯絡人，

請發予借書證以利借閱資料。I agree to abide by all NCKU Library regulations and ask the above person as my contact person.

辦證記錄	註記	辦證日期	有效期限	RFID NO.	經辦人	主管
	辦					
	辦					
	辦					

1. 請攜帶本校退休證、身分證、一張照片及本申請表至圖書館流通櫃台辦理。
Please fill out the application form, along with retirement certificate, a current photo and Personal ID to the Circulation Desk.
2. 借書證僅限本人使用，如遺失請立即至流通櫃台處理。
The card is for self-use only. Lost or stolen cards should be reported to the Circulation Desk.
3. 退休人員借書證每 5 年須持原證續卡，證件遺失或損毀時，須依規定繳交 200 元遺失處理費。
Cardholders must renew this card every 5 years. Loss or damage of this card will result in a NT\$200 replacement charge.

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- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.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: 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

- (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: / /