

國立成功大學圖書館研究生臨時借書證申請表

NCKU Library Temporary Card Request Form for Graduate Student

日期/Date : ____年(yy) ____月(mm) ____日(dd)

證號/No. : _____

AI05002-003-2.2

姓名/Name : _____ 身分證字號/Passport No. : _____ 生日/Date of Birth : _____

系所/Department : _____ 學號/Student ID No. : _____

電話/Telephone : _____ E-mail : _____

地址/Address : _____

◎備註 / Note :

1. 請攜帶本校錄取通知、身分證、一張照片及本申請表至圖書館流通櫃檯辦理。
Please fill out the application form, along with notice of admission, 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檯處理。
The card is for self-use only. Lost or stolen cards should be reported to the Circulation Desk.
3. 待領取學生證後，務必先將書籍還清，並至圖書館流通櫃檯註銷研究生臨時借書證。
After getting the Student ID, please return all the check out items and the temporary library card to the Circulation Desk.
4. 申請者向本館借閱書籍，應負保管之責並準時歸還，倘有逾期未還、毀損或遺失情形，悉依圖書館相關規定辦理。
Applicants are responsible for returning borrowed items on time.
5. 其他未盡事宜悉依本館相關規定辦理。
Any related matters should be dealt with according to the library rules.

申請方式：(有保證人者，請選 1；無保證人者，請選 2。)

Applicant for those who have guarantor goes to section 1; for those who don't have guarantor goes to section 2.)

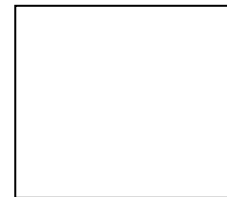
1. 茲證明本所研究生_____確實已報到，於未註冊前若有違反圖書館借書規則之情事，本保證人願負連帶責任。保證人責任於被保證人領取學生證並至流通櫃檯辦妥借書證號碼移轉手續時停止。
This is to certify that student, _____, from our institute has already registered to school. If the said student violates any regulations before enrollment, the guarantor should take all the responsibility. Student is responsible for himself/herself when gets new student ID.

保證人證號/ Guarantor's Staff ID Number : _____ 研究所圖章/ Department Seal :

保證人/ Guarantor

(所長或指導教授/Chairman or Advisor)

(簽章/ Signature and Seal)



※ 每人可借閱冊數為 50 冊，借期 30 天，預約冊數為 10 冊，續借次數為 11 次。
Borrowing privilege: 50 volumes / 30 days ; Reserve books : 10 volumes; Renewal: 11 times/per item.

2. 繳交保證金 3,000 元。

Pay a deposit of 3, 000NTD.

※ (1)每人可借閱冊數為 5 冊，借期 21 天，預約冊數為 2 冊，續借次數為 1 次。
Borrowing privilege: 5 volumes / 21 days ; Reserve books : 2 volumes; Renewal: 1 time/per item.
(2)退證時，有繳交保證金者，請攜帶保證金收據正本至圖書館流通櫃檯辦理退還保證金。
Please bring the receipt to refund the deposit.

持卡人簽收
Applicant's signature : _____

年 月 日發卡 經辦人：_____ 主管：_____
年 月 日註銷 經辦人：_____ 主管：_____

