

# 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. : \_\_\_\_\_

AI05002-003-2.3

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. 請提供本校錄取通知、身分證、照片一張，線上申請者於領取借書證時請出示前述文件正本。  
Please provide your NCKU notice of admission, national ID card, and one recent photo. Online applicants shall present original copies of the aforementioned documents for inspection when picking up the actual card.
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. 待領取學生證後，務必先將書籍還清，並至圖書館流通櫃台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. 本校開放繳交學雜費時，即停止受理辦理研究生臨時借書證。  
When new students can start to pay tuition and miscellaneous fees before the start of the academic year, the temporary library card will not be issued.
5. 申請者向本館借閱書籍，應負保管之責並準時歸還，其他未盡事宜悉依本館相關規定辦理。  
Applicants are responsible for returning borrowed items on time. 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台辦妥借書證號碼移轉手續時停止。

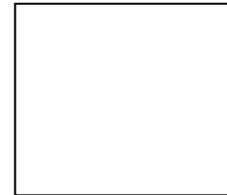
This is to certify that student, \_\_\_\_\_, from our institute has already registered to school. If the said student violates any regulations before enrollment, the guarantor should take all the responsibility. Student is responsible for himself/herself when gets new student ID.

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台辦理退還保證金。

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：\_\_\_\_\_

# 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

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