

# 國立成功大學圖書館參觀導覽申請表

## NCKU Library Tour Application Form

申請日期(Application Date yy/mm/dd)：      年      月      日      AI05001-003-7.0

單位 (Department / Organization)			
申請人 (Applicant)			
參訪日期 (Date for tour)	年      月      日 (yy/mm/dd)	時間 (Time)	:      至      : (hh/mm)
人數 (Number of visitors)		身份 (Visitor's status)	
語言 (Language prefer)	<input type="checkbox"/> 中文 (Chinese) <input type="checkbox"/> 英文 (English)		
聯絡電話 (Contact Phone)		手機 (Mobil)	
E-Mail			
備註 (Remarks)			
經辦人 (Library Staff)		單位主管 (Director)	

### 注意事項/ Notes

1. 導覽時間：週一至週五早上 9:00 至下午 4:00；其他須視情況而定。  
Service Time：Monday to Friday, 9:00 AM to 4:00 PM, excluding special occasions.
2. 導覽時間一經安排切勿更改。如需更改，請於 2 天前提出。  
Please inform the library staff at least 2 days in advance if schedule needs to be changed.
3. 請準時入館。遲到者，將視情況縮短或停止導覽行程。  
Please arrive on time. The library reserves the right to shorten or cancel the tour for late arriving.
4. 入館前請將手機調為靜音或關機，並輕聲細語以確保圖書館安寧。  
Please set the cell phone to vibrate mode or turn it off before entering the library.  
Please keep quiet in the library.
5. 請勿自行脫隊以免影響讀者而造成困擾。  
Please line up and follow the library guide.
6. 拍照時請注意肖像權，並注意不得影響讀者閱覽環境。  
Please don't infringe the Right of Portrait and don't disturb other patrons while taking pictures.
7. 參觀者入館前應減少隨身物件，本館未提供存放空間。  
Please don't bring too much personal belongings when visiting the library. NCKU Library does not provide storage lockers for visitors.
8. 聯絡電話：06-2757575 轉 65766。電子信箱：visiting@libmail.lib.ncku.edu.tw  
Tel：06-2757575 ext 65766 / E-mail：[visiting@libmail.lib.ncku.edu.tw](mailto:visiting@libmail.lib.ncku.edu.tw)

# 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.

**Once you applied for the library tours 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

- (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.*