

NCHU Library Card Application

★借書證申請流程 The procedure of application

1、填寫「借書證申請表」，並蓋單位章。

Fill in the application form and stamped by the related person or Division.

2、帶已填妥之借書證申請表至行政大樓出納組，

Bring the “Library card application form” to the “Division of Cashier” at the Administration Building, and pay the associated fees. As follows:

申請類別 Card type	相關費用 Fees
校外人士 Visitor library card	Deposit : NT\$3000 Annual fee : NT\$2000 (Non-refundable)
退休人員 Retired staff library card	No fee
休學生 Non-degree student library card	Deposit : NT\$3000 Fee : NT\$500 per semester/ NT\$1000 per year (Non-refundable)
校友 Alumni library card	Deposit : NT\$2000 Processing fee : NT\$200
兼任人員 Part-time staff library card	Deposit: NT\$2000 (if no guarantor)
新生(臨時) New student library card (temporary)	Deposit: NT\$2000 (if no guarantor)

3、將申請表、保證金及工本費收據(收執聯請讀者收好，做為退回保證金時的憑據)、相片 1 張(一張貼在申請表，另一張背面書寫姓名及班別)，一併交由單位承辦人統一向圖書館典藏組辦理。

Take the application form, the receipt (please keep the receipt for returning deposit afterwards) , 1 photo(New student library card (temporary) ,2photos) then give them to the person in charge of it in library.

★借閱權限 Borrowing Privileges:

申請類別 Card type	借閱冊數 Number of books allowed	借閱天數 Borrowing period	逾期罰款 Overdue Fine	可預約冊數 Reservation allowed	續借 Renewable	系所圖借書 Department books borrowed
校外人士 Visitor	5	30	NT \$ 5/day	5	v	x
退休人員 Retired staff	10	30	NT \$ 5/day	5	v	v
休學生 Non-degree student	10	30	NT \$ 5/day	5	v	x
校友 Alumni	10	30	NT \$ 5/day	5	v	x
兼任人員 Part-time staff	50	30	NT \$ 5/day	10	v	v
新生(臨時) New student (temporary)	80	30	NT \$ 5/day	15	v	v

Library Card Application Form of NCHU Library

(written by applicant)

申請類別 Card type	<input type="checkbox"/> 兼任人員借書證 Part-time staff library card	<input type="checkbox"/> 新生(臨時)借書證 New student library card (temporary)
申請人姓名 Name		身分證號 ID Number
借書證號 library Card Number	(圖書館填寫 written by library)	E-mail
所屬單位 Department		出生年月日 Date of Birth
聯絡電話(H) Home Number		聯絡電話(手機) Cell Phone Number
戶籍地址 Permanent Address		
通訊地址 Correspondence Address	<input type="checkbox"/> 同上	

保證人姓名 Guarantor		所屬單位 Department		E-mail	
教職員證號 library Card Number		聯絡電話(H) Home Number		聯絡電話(手機) CellPhoneNumber	

保證人同意對申請人所借圖書負完全責任 Guarantor's signature : _____

申請人已詳閱本借書證申請辦法，並保證遵守相關借閱規則。

(Applicant will keep the rules)

Applicant's signature : _____

Application Date : _____

圖 書 館 記 事 欄

(由圖書館填寫 written by library)

借書證別	<input type="checkbox"/> 兼任人員借書證	<input type="checkbox"/> 新生(臨時)借書證	
證明文件	<input type="checkbox"/> 聘書已查驗 (續聘時請出示新的聘書) <input type="checkbox"/> 照片 1 張 (保證人簽章或保證金擇一) <input type="checkbox"/> 保證金收據編號:	<input type="checkbox"/> 錄取通知單 <input type="checkbox"/> 照片 2 張 (保證人簽章或保證金擇一) <input type="checkbox"/> 保證金收據編號:	相 片
證件查核館員簽名 : _____		承辦人簽名 : _____	

Consent to Provide Personal Data

This consent letter (this "Consent") sets forth how National Chung Hsing University ("NCHU") will process the personal data collected hereunder.

By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed and understand and agree to the terms of this Consent and its amendments. If you are under the age of 20, you cannot use the service until your legal guardian has reviewed and understands and agrees to the terms of this Consent and its amendments. Nevertheless, you will be deemed to have obtained your legal guardian's consent and agreed to comply with the following terms if you have used the service.

1. Collection, Updating, and Custody of Personal Data

- (1) NCHU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and other relevant laws and regulations as well as NCHU's Privacy Policy.
- (2) Please provide your correct, updated, and complete personal data in the application.
- (3) Your personal data that NCHU collects during the course of business includes your name, job title, contact information (telephone number and e-mail address) and others (subject to change as needed).
- (4) To ensure the correctness, accuracy, and completeness of your personal data, please report to NCHU any changes in your personal data.
- (5) Your rights and/or interests may be jeopardized if you provide NCHU with false, untrue, outdated, partial, or misleading personal data.
- (6) You may exercise the following rights as regards your personal data in accordance with the Personal Data Protection Act: (i) inquire into or review your personal data; (ii) ask for duplicates of your personal data; (iii) ask to supplement or correct your personal data; (iv) ask to stop collecting, processing and/or using your personal data; and (v) ask to delete your personal data.

NCHU may refuse your request(s) in order to perform its duties or conduct its business. If you would like to exercise the foregoing rights, please refer to NCHU's Privacy Policy to find out NCHU's liaison in charge of personal data protection and contact methods. NCHU will not compensate any loss or damage you may sustain from the exercise of such rights.

2. Purposes of Collecting Personal Data

- (1) NCHU will collect your personal data in order to process your e-mail account opening application (subject to change as needed).

個人資料提供同意書

文件編號	NCHU-PIMS-D-013	機密等級	內部使用	版次	1.1
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(2) NCHU will seek your prior written consent if and when your personal data is to be used for any purpose other than that for which NCHU collected your personal data. You may refuse to provide your personal data, but you may lose your rights and/or interests accordingly.

(3) NCHU may use your personal data in Taiwan for a period of ten years commencing from now on the date of submitting your application (subject to change as needed).

3. Protection of Personal Data

Your personal data is protected by and under NCHU's Privacy Policy. Please review the Privacy Policy for its full text. If NCHU violates the Personal Data Protection Act or your personal data is stolen, divulged, modified, or damaged owing to any natural disasters, extraordinary event or circumstance beyond its control, NCHU will notify you by telephone, mail or e-mail, or post the notification on its website, whichever NCHU deems appropriate, after conducting necessary investigations.

4. Effect of Consent

(1) By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed and understand and agree to all the terms of this Consent.

(2) NCHU reserves the right to amend this Consent at any time. NCHU will post the amendments on its website and will not send a separate notification to you. Do not keep using the service if you object to the amendments. If you continue using the service, you will be deemed to have agreed to be bound by the amendments.

(3) Unless otherwise explicitly provided in this Consent, no suggestion or information that you may obtain in connection with this Consent, whether in writing or orally, shall constitute a commitment in addition to this Consent.

5. Governing Law and Jurisdiction

This Consent shall be construed and interpreted in accordance with the laws of the Republic of China. Any dispute arising from this Consent shall be governed by the laws of the Republic of China and heard by the Taiwan Taichung District Court.

I have reviewed and accept the terms of this Consent

Signature _____ (please sign your name) Date: _____