

國立高雄應用科技大學圖書館
專任教師、教官、職工與退休教職員工眷屬
入館及借書申請表

眷屬	1. 申請日期	
	2. 眷屬姓名	
	3. 身分證字號	
所屬教職 員工	1. 通訊地址	
	2. 聯絡電話	
	3. 教職員工姓名	
	4. 教職員工身分證字號	
	5. 教職員工服務單位	<input type="checkbox"/> 在職 <input type="checkbox"/> 退休
	6. 與眷屬關係(限身分證有登載之配偶及直系親屬)	<input type="checkbox"/> 父母 <input type="checkbox"/> 配偶 <input type="checkbox"/> 兒女(請勾選)

我已閱讀並同意「國立高雄應用科技大學圖書館個人資料蒐集告知暨同意書」
 本人保證以上填註資料一切屬實，並對眷屬使用圖書館之行為負一切責任。

教職員工簽名：

眷屬簽名：

備註：

- (1)所有欄位均必須詳細填寫。
 (2)依本館借書規則，眷屬借書冊數所屬教職員工合併計算。

專任教師、教官及眷屬	60 冊	45 天	得續借四次，每次期限 45 天
職工及眷屬	40 冊	30 天	得續借四次，每次期限 30 天
退休教職員工及眷屬	20 冊	30 天	得續借四次，每次期限 15 天

- (3)填妥本申請表後，應由教職員工本人持服務證親自到館辦理；14 歲以下尚無身分證者，除填寫申請表外，另繳交一吋人頭照片壹張，背後註明姓名及身份證字號，以製作眷屬借書證。(本館將儘快製作完成後通知領證)
- (4)若辦證相關資料已具備並當場審核通過，申辦當日即可入館與借書。
- (5)爾後眷屬到館請憑本人身分證或(14 歲以下尚無身分證者)眷屬借書證刷卡入館及借書。
- (6)本館提供眷屬相關服務，悉依本館規定辦理，請參考本館網頁。

※本表單保存六個月後銷毀

National Kaohsiung University of Applied Sciences Library
Dependents of Full-Time Instructors, Military Instructors, Staff,
and Retired Instructors
Library Entrance and Book Loan Application

Dependents	1. Date of Application	
	2. Name of Dependent	
	3. ID Card Number	
Affiliated Faculty and Staff	1. Mailing Address	
	2. Telephone	
	3. Faculty and Staff	
	4. Faculty or Staff ID Number	
	5. Faculty or Staff Affiliated Unit	<u><input type="checkbox"/>Presently Employed <input type="checkbox"/>Retired</u>
	6. Relation to Dependent (limited to spouses listed on ID card and direct relatives)	<input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Child (please check one.)
I verify that all information provided above is true and that I will assume full responsibility for my dependent's use of the library.		
Faculty or Staff Member Signature:		

Note:

(1) Information for all fields must be provided in detail.

(2) The number of books checked out by dependents will count toward the number of books which may be checked out by faculty or staff.

Full-time Instructors, Military Instructors, and Dependents	60 Books	45 days	Books may be renewed 4 times for a period of 45 days each time.
Staff and Dependents	40 Books	30 Days	Books may be renewed 4 times for a borrowing period of 30 days each time.
<u>Retired Faculty, Staff, and Dependents</u>	20 Books	30 Days	Books may be renewed 4 time for a period of 15 days.

(3) The faculty or staff member must personally bring his or her employee ID card to this library to complete the application procedures after filling out this application. In addition to filling out an application, those under 14 years of age with no ID card must also provide a 1 inch passport photograph of themselves. Name and ID card number should be indicated on the back of the photograph in order to create the dependent's library card. (This library will contact applicants at the earliest time possible after the card is ready so they may pick up their library card.)

(4) If all information necessary for library card application has been provided, and approval is received right away, the applicant may enter the library and start borrowing books on the day of applying.

(5) Hereafter, dependents should use their own ID card or dependent library card (for those under 14 years of age with no ID card) at this library. This card will be swiped when entering the library and borrowing books.

(6) All services provided to dependents are based on library regulations. Please refer to the library webpage.

This form will be kept on file for 6 months. Thereafter, it will be destroyed