

國立高雄應用科技大學圖書館 教師指定參考書借閱登記表

日期		排架號 與 課程名稱		書名 與 條碼	
注意事項	<p>1.限本校教職員工生及兼任教師持證借閱。</p> <p>2.以館內閱覽為原則，一次最多可借閱 2 冊，每次借閱 4 小時為限，不得續借與預約。</p> <p>3.隔夜外借：停止借還書前 1 小時受理外借，次一開館日開館後 1 小時內至流通櫃台辦理歸還，不得使用還書箱歸還。</p> <p>4.逾時歸還每冊每小時罰款 5 元。</p> <p>5.本服務限學期期間使用；寒暑假不提供服務。</p> <p>6.其他相關規定詳本校圖書館教師指定參考書服務要點。</p> <p align="right">本人_____（簽名）同意並遵守以上規定 圖書館經手人：_____</p>				

**National Kaohsiung University of Applied Sciences Library
Registration Form for Course Reserve Book Loans**

Date:		Shelf Number and Course Name		Book Name and Barcode	
Attention:	<p>1. Borrowing is limited to this School's faculty, staff, students, and adjunct instructors with ID cards.</p> <p>2. In most circumstances, these books may only be used within the library. Up to 2 books may be borrowed at one time for a period of 4 hours. Books may not be renewed or reserved in advance.</p> <p>3. Overnight lending starting 1 hour before the end of circulation time: these books may be checked out for overnight use. They must be returned to the circulation desk on the next day for which the library is in operation within 1 hour of opening time. Books should not be returned to the book return slot.</p> <p>4. A fine of 5 NT\$ will be assessed for each hour each book is overdue.</p> <p>5. This service is only available during the semester and is not available during winter and summer vacations.</p> <p>6. For other related regulations, see National Kaohsiung University of Applied Sciences Library Essential Points for Course Reserve Book Service.</p> <p>I _____(sign) hereby agree to comply with the above regulations Accepting library staff member:_____</p>				