

國立高雄應用科大圖書館 準研究生借書申請表暨負責歸還承諾書

編號： - (館方覆核時填寫)

姓名		出生日期	民國 年 月 日
系 所		班別	<input type="checkbox"/> 碩士班 <input type="checkbox"/> 博士班
身分證 字號		聯絡電話	
學 號			
行動電話		E-mail address	請注意：開學後一律以計網中心之 帳號發送通知單
通訊地址			
<input type="checkbox"/> 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」			
簽名：			
注意事項	<ol style="list-style-type: none"> 1. 本表所有欄位均必須完整填寫，經保證人(所長或該系所專任教師)核章，持身分證正本親至圖書館流通台申辦。若資料齊備，當場審核通過，申辦當日即可借書。 2. 未領到學生證前，憑身分證得刷卡入館、借書及享本校研究生各項圖書館權利。 3. 借書冊數、借期等權限同本校研究生(寒暑假亦享優惠期限至開學)。 4. 本館得於開學後凍結準研究生期間借書逾期及積欠罰款未結清者之借書權限。 		

本所準研究生 _____(簽名)申請於開學前向圖書館借閱圖書，已了解並願遵守圖書館相關規定。此段期間如有欠書罰款等問題，圖書館經由正常程序無法聯絡到該生時，由保證人(所長或該系所專任教師)負追索及連帶賠償責任。保證人責任於該生還清此段期間之欠書罰款為止。

保證人簽章：
(所長或該系所專任教師)

申請日期：民國 年 月 日

(以下由館方填寫)

審核： 門禁檔建檔日期：

覆核： 讀者檔建檔日期：

※本表單保存六個月後銷毀

Library Loan Application Form and Letter of Promise to Return Library Materials for Graduate School Applicants

Reference Number: - (staff will provide during review)

Name		Date of Birth	Year.....Month.....Day
College.....Department		Class	<input type="checkbox"/> Master' s <input type="checkbox"/> Doctoral
Identification Number		Telephone	
Student ID Number			
Mobile Phone		E-mail address	Attention: After the semester begins, the Computer and Networking Center will send out notification.
Mailing Address			
Attention	<p style="color: red;">1. All sections of this application form must be completed.</p> <p>The guarantor (graduate chair or college full-time instructor) must provide his or her seal, and the applicant must apply at the circulation desk in person with original identification. If all information necessary for library card application has been provided, and approval is received upon application, the applicant may enter the library and start borrowing books on the day of application.</p> <p>2. Prior to receiving a student ID card, the applicant must bring his or her identification which will be scanned for library entrance and borrowing books. This identification will also provide applicants with the same library privileges as this School' s graduate students.</p> <p>3. <u>Applicants may borrow the same number of books, and enjoy the same borrowing period, as well as other privileges enjoyed by this School' s graduate students (during winter and summer vacations until the semester begins).</u></p> <p>4. If, after the semester begins, the applicant has not paid overdue book fines which he or she has incurred, his or her book borrowing privileges will be suspended.</p>		

This college' s graduate school applicant _____(sign), is applying for the privilege of borrowing library books prior to the beginning of the semester. He or she understands and

is willing to comply with the library' s relevant regulations. If, during this period, library fines are accumulated, or other problems arise, and the library cannot contact the applicant through normal channels, the guarantor (graduate chair or college full-time instructor) will be responsible for resolving the matter and making reparations. The guarantor is responsible for the payment of this student' s accumulated library fines during this period.

Guarantor' s signature or seal:
(Graduate Chair or College Full-Time Instructor)

Date of Application: Year.....Month.....day

(The following will be filled out by library staff.)

Review: Date of Access File Creation:

Review: Date of Patron File Creation:

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