義守大學圖書與資訊處校外人士借書證申請表

I - SHOU UNIVERSITY OLIS Application Form for ISU Library Card (Visitors)

申請日期Application Date \_\_\_\_年\_\_\_\_月\_\_\_\_日

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| 借書證證號Library Card No.： (由圖書與資訊處填寫) (for staff only)  | 一吋照片黏貼處One 1-inch Photo |
| 姓名：Name: |
| 通訊地址：Mailing Address: |
| 市內電話：Local Call:( )- 行動電話：Mobile:09 帳號登入密碼預設為〝市內電話末4碼〞，可在初次登入後更改帳號登入密碼。The default password is the last four digits of the local call number given. You may change the password on first login |
| 電子郵件信箱帳號(E-Mail)： @  |

浮貼身份證清晰正面影本 浮貼身份證清晰反面影本

One Photocopy of the Front of National ID Card One Photocopy of the Back of National ID Card

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Attach Here Attach Here

說明：Notes:

1. 凡年滿十八歲之居民均可申請。Only people at the age of 18 or older are eligible to apply for an ISU library card.
2. 親持身分證正本或護照正本辦理。One photocopy of both the front and back of the applicant’s national ID card or passport are required.
3. 繳交保證金2000元，工本費50元，及一吋照片二張(背面書寫姓名)。The deposit is NT$2,000 and the handling fee NT$50. Applicants should also provide two 1-inch photos (with the name on the back side).
4. 校外人士借書證有效日期為二年，若已到借書證使用期限，欲繼續辦理借書者，則須親持身分證至流通台驗證，即可延長校外人士借書證使用期限。Such library cards are valid for two years. Those who wish to extend their membership on expiry should visit the Circulation Desk in person to apply for extension by presenting the national ID card.
5. 圖資處各式通知單一律以E-Mail寄發，務必填寫正確。如帳號修改或停用，請立即告知本處更改，否則由申請人自負全責。Please provide the Office with one correct e-mail address as the Office will deliver various reminders to library card holders via e-mail only. If your e-mail address is changed or no longer used, please notify the Office without delay. The Office will not be held liable for any damage, loss or inconvenience caused as a result of not providing one correct e-mail address.
6. 可借閱冊數為10冊，借期為30天，不得辦理預約、續借。Such library card holders can borrow up to ten books and the loan period for each book is thirty days. Borrowed books cannot renewal and reserve.
7. 證件遺失需即時向流通服務台辦理掛失，未即時掛失者須自負全責，申請補發須繳交工本費新台幣100元。Please report to the Circulation Desk immediately if your library card is lost. The Office will not be held liable for any damage, loss or inconvenience caused as a result of not reporting the loss of the library card. The handling fee for reissuing the library card is NT$100.

□已繳交保證金2000元及處理工本費50元，共計2050元整。receiving a deposit of NT$2,000 and the handling fee of NT$50 (NT$2,050 in total)

□已繳交一吋照片二張。receiving two 1-inch photos

□已登錄讀者資料於入口門禁系統資料庫。making an entry of the applicant’s information into the access control system

□已登錄讀者資料於圖書館系統資料庫。making an entry of the applicant’s information into library System

* 已製作校外人士借書證。producing one library card for the applicant

辦理館員staff：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_