義守大學圖書與資訊處義联集團所屬事業體系關係企業員工借書證申請表I-Shou University Office of Library and Information Services Application Form for ISU Library Card (Employees of Affiliated Companies to E United Group)

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

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| 借書證證號： (由圖書與資訊處填寫)Library Card No.: (for official use only) | 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. |
| 姓名：Name: |
| 關係企業公司名稱：Company Name: |
| 通訊地址：Mailing Address: |
| 電子郵件信箱帳號(E-Mail)： @  |

說明：Notes:

1. 義联關係企業員工於任職期限內，可憑本處核發之借書證，依本處借書相關規定，至圖書與資訊處辦理借書。

Employees of affiliated companies to E United Group can borrow books from the Office by presenting their ISU Library Card during the employment period according to book borrowing-related regulations of the Office.

1. 任職期限結束後，應停止其借書權限，若有違規紀錄，由關係企業公司主管協同圖書與資訊處處理。

The membership automatically becomes invalid as the employment terminates. Any violations of relevant regulations should be handled jointly by the management of the abovementioned company and the Office.

1. 繳交保證金1000元。The deposit is NT$1,000.
2. 義联關係企業員工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，則須親持關係企業公司員工證至圖書與資訊處流通台確認申請延長義联關係企業員工借書證使用期限二年。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 a two-year extension by presenting the employee ID badge.
3. 圖書與資訊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 suffered as a result of not providing one correct e-mail address.
4. 可借閱冊數為10冊，借期為30天，不能續借。 Such library card holders can borrow up to ten books and the loan period for each book is thirty days. Borrowed books can not be renewed.
5. 證件遺失須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.

關係企業公司主管蓋/簽章Manager： (Signature/Seal)

□已繳交保證金1000元整。receiving a deposit of NT$1,000

□出示關係企業公司員工證，並已核對關係企業公司員工證照片是否為現場本人。verifying the applicant’s personal information with the employee ID badge presented by the applicant

□已製作關係企業公司員工借書證證號標籤，並黏貼於關係企業公司員工證上。making a label with a library card number on it and sticking the label on the applicant’s employee ID badge

□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

辦理館員Librarian-in-charge：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_