義守大學圖書與資訊處退休教職員工借書證申請表

I - SHOU UNIVERSITY OLIS Application Form for ISU Library Card (Retired Faculty and Staff Members)

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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說明：Notes:

1. 本校退休教職員工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。

Retired faculty, staffs with a valid Library apply from Office Library and information services ID card which can borrow books from each library of the university according to loan rules.

1. 繳交學校教職員工退休證影印本一份、保證金1000元、工本費50元及一吋照片一張(背面書寫姓名)。

The deposit is NT$1,000 and the handling fee NT$50. Applicants should also provide two 1-inch photos (with the name on the back side).

1. 退休教職員工借書證使用期限為五年，若已到借書證使用期限，欲繼續辦理借書者，則須親持身份證至圖書與資訊處流通台申請延長退休教職員工借書證使用期限五年。

Such library cards are valid for five years. Those who wish to extend their membership on expiry should visit the Circulation Desk in person to apply for a five-year extension by presenting the national ID card.

1. 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 caused as a result of not providing one correct e-mail address.

1. 可借閱冊數為10冊，借期為30天，不可續借。

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.

1. 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，申請補發工本費新台幣100元。

replacement fee of NT.100 will be charged for a lost or stolen library visitor pass.

* 已繳交保證金1000元及處理工本費50元，共計1050元整。receiving a deposit of NT$1,000 and the handling fee of NT$50 (NT$1,050 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
* 已製作借書證。producing one library card for the applicant

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