義守大學圖書與資訊處產學智財營運總中心進駐廠商借書證申請表I-Shou University OLIS Application Form for ISU Library Card (ISU Headquarters for Industry-University Collaboration and Intellectual Property Management Incubator Companies)

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: ( )- 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 phone number given**. You may change the password on first login.. |
| 姓名Name： |
| 廠商名稱Company Name： |
| 通訊地址：Mailing Address: |
| 電子郵件信箱帳號(E-Mail)： @  | 合約期限(有效日期) Contract Validity Period:From 年 月 日(起)至To 年 月 日(止) |

說明：Notes:

1. 本校產學智財營運總中心進駐廠商於合約期限內，可憑本處核發之借書證，依相關規定，至圖書與資訊處借書。

The University’s incubator companies can borrow books from the Office by presenting their ISU Library Card during the contract validity period according to book borrowing-related regulations of the Office.

1. 合約期限結束後，由本處自動刪除其借書權限，若有違規紀錄，由產學智財營運總中心主任協同圖書與資訊處處理。The membership automatically becomes invalid as the contract expires. Any violations of relevant regulations should be handled jointly by the Director of the Headquarters for Industry-University Collaboration & Intellectual Property Management and the Office.
2. 借書證已到使用期限者，若需延長使用期限，則須補繳最新合約影本一份。

Those who wish to extend their membership on expiry should deliver one photocopy of the latest signed contract to the Office.

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，否則由申請廠商自負全責。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 providing one correct e-mail address.
2. 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 fourteen days. Borrowed books can renewal and reserve.
3. 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.

產學智財營運總中心主任蓋/簽章： (Signature/Seal)

Director of Headquarters for Industry-University Collaboration & Intellectual Property Management

□已繳交合約影印本一份，並已核對合約資料。receiving one photocopy of the contract and verifying contract details

□已登錄廠商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

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

* 已製作產學智財營運總中心廠商借書證。producing one library card for the applicant

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