義守大學圖書與資訊處畢業校友借書證申請表

I-Shou University OLIS Application Form for ISU Library Card (Alumni of I-Shou University)

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: |
| 畢業系所：  Department (Institute/Program): |
| 通訊地址：  Mailing Address: | |
| 電子郵件信箱帳號(E-Mail)： @ | |

說明：Notes:

1. 本校畢業校友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。The University’s alumni can borrow books from the Office by presenting their ISU Library Card according to book borrowing-related regulations of the Office.
2. 繳交保證金1000元，及工本費50元，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 one 1-inch photo with the name on the back side.
3. 畢業校友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畢業校友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.
4. 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.
5. 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 can not be renewed.
6. 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.

□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)

□已繳交畢業證書影印本一份。receiving one photocopy of the diploma issued by the University

□出示個人身份證，並已核對身份證與畢業證書資料(身份證字號及出生年月日)。verifying the applicant’s personal information and graduation details (national ID number & date of birth) with the national ID card presented by the applicant

□已繳交一吋照片一張。receiving one 1-inch photo

□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

* 已製作畢業校友借書證。producing one library card for the applicant

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