義守大學圖書與資訊處推廣教育中心或語文中心學員借書證申請表

I-Shou University OLIS Application Form for ISU Library Card (Students of the Extension Education Center or the Language Center 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 staff only) | 市內電話：Landline Phone No.: ( )-  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 landline phone number given**. You may change the password on first login. |
| 姓名：  Name: |
| 修業課程：  Course Title: |
| 通訊地址：  Mailing Address: | |
| 電子郵件信箱帳號(E-Mail)：  @ | 修業期限(有效日期)：  Course Start & End Dates:  From 年 月 日(起)  至  To 年 月 日(止) |

說明：Notes:

1. 推廣教育中心及語文中心學員於修業期限內，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。

Students of ISU Extension Education Center or Language Center students can borrow books from the Office by presenting their ISU Library Card during the period in which the abovementioned course is given according to book borrowing-related regulations of the Office.

1. 修業期限結束後，由本處自動刪除其借書權限，若有違規紀錄，由推廣教育中心或語文中心主任協同圖書與資訊處處理。

The membership automatically becomes invalid as the course ends. Any violations of relevant regulations should be handled jointly by the Director of the Extension Education or Language Center and the Office.

1. 繳交保證金1000元整。The deposit is NT$1,000.
2. 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，否則一切責任由申請人自負。

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.

1. 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.

1. 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.

推廣教育中心主任蓋/簽章Director of ISU Extension Education Center： (Signature/Seal)

語文中心主任蓋/簽章Director of ISU Language Center： (Signature/Seal)

□已繳交保證金1000元。

receiving a deposit of NT$1,000

□出示推廣教育中心及語文中心學員證，並已核對中心學員證照片是否為現場本人。

verifying the applicant’s personal information with the EEC student ID card presented by the applicant

□已製作中心學員借書證證號標籤，並黏貼於中心學員證上。

making a label with a library card number on it and sticking the label on the applicant’s EEC student ID card

□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staff：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_