義守大學圖書與資訊處兼任教師借書證申請表

I-Shou University OLIS Application Form for ISU Library Card (Part-time Faculty)

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

|  |  |
| --- | --- |
| 教師職號(=借書證證號)：Faculty ID No. (= Library Card No.): | 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: |
| 聘任系所Department (Institute/Center)： |
| 通訊地址：Mailing Address: |
| 電子郵件信箱帳號(E-Mail)： @  | 授課期限(有效日期)：Faculty Appointment PeriodFrom / / (m/d/y)To / / (m/d/y) |

說明：Notes:

1. 本校兼任教師於授課期限內，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。

The University’s part-time faculty can borrow books from the Office by presenting their ISU Library Card during the faculty appointment period according to book borrowing-related regulations of the Office.

1. 授課期限結束後，由本處刪除其借書權限，若有違規紀錄，由系所主任協同圖書與資訊處處理。

The membership automatically becomes invalid as the appointment terminates. Any violations of relevant regulations should be handled jointly by the department chair (institute director) and the Office.

1. 借書證已到使用期限者，若需延長使用期限，則須補繳最新聘書影本一份。

Those who wish to extend their membership on expiry should deliver one photocopy of the latest letter of faculty appointment 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30冊，借期為40天，可續借一次。

Such library card holders can borrow up to thirty books and the loan period for each book is forty days. Borrowed books can be renewed only once.

1. 證件遺失須向服務台辦理掛失，未即時掛失須自負全責，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.

申請系所主任蓋/簽章(Signature/Seal)：

□已繳交聘書影印本一份，並已核對聘書資料。receiving one photocopy of the letter of faculty appointment and verifying appointment details

□已繳交一吋照片一張。receiving one 1-inch photo

□已登錄資料於入口門禁系統。making an entry of the applicant’s information into the access control system

□已登錄資料於圖書館系統。making an entry of the applicant’s information into library System

□已製作兼任老師借書證。producing one library card for the applicant

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