

國立成功大學圖書館個人會員申請表

NCKU Library Card Request Form for Membership

會員證號(Card No.) :

AI05002-006-7.3

姓名： (Name)	身分證字號： (ID No.)	聯絡電話： (TEL/Mobile)				
性別： (Sex)	出生年月日： (Date of Birth)	E-Mail：				
戶籍住址： (Address)		聯絡住址： (Contact Address)				
<p>本人為申請者之監護人，同意申請者向貴館辦理個人會員借書證。</p> <p>I am the legal guardian of the abovenamed applicant above and I give him/her permission to apply for a library card from NCKU library.</p> <p>監護人簽名(Signature of Guardian)：</p>						
辦 證 紀 錄	註記	辦證日期	有效期限	收據編號	經辦人	主管
	辦					
	辦					
	辦					
	辦					

備註：

1. 對象：年滿 16 歲之個人，未成年者須有監護人簽名同意辦理。
2. 資料：身分證或護照正本及照片一張，線上申請者於領取借書證時請出示前述文件正本。
3. 費用：年費 2 千元；保證金 3 千元。
4. 續約：攜帶個人會員借書證到館辦理同時繳交年費。
5. 補發：因故申請補發需攜帶身分證明文件及照片一張並繳交 2 百元手續費。
6. 終止：請持保證金收據正本至本館辦理終止及退還保證金作業，保證金須依學校程序退還並非現場退還現金，終止會員時須先返還借書及結清費用，否則不退還保證金。中途終止者不得主張退還年費。
7. 核准：本館保留核准之權利。聯絡電話：06-2757575 轉 65760。
8. 借閱範圍：限總圖書館可供外借之圖書。

Notes:

1. Membership is open to any person aged 16 years or older. Persons under 16 must have this form signed by a parent or guardian.
2. Please bring original copy of your national ID card or passport along with one recent photo. Online applicants shall present original copies of the aforementioned items for inspection when picking up the actual card.
3. The annual membership fee: NT\$2,000 and deposit: NT\$3,000. Please keep the deposit receipt in case to terminate the membership.
4. To extend the membership, please bring the Membership card along with one recent photo and pay NT\$2,000 annual membership fee.
5. To apply for a replacement card, the applicant must provide a valid national ID card and one recent photo and pay NT\$200 handling fee.
6. To terminate membership, please bring Deposit receipt to the Library. The NT\$3,000 deposit will be returned if there are no overdue fees or fines. Overdue fees or fines will be deducted from the deposit. The annual membership fee is not refundable.
7. The library reserves the right for approval. Tel : 06-2757575 ext 65760.
8. Only collections in the Main Library are available for circulating.

NCKU Library Personal Data Collection Agreement

According to the Personal Data Protection Act, National Cheng Kung University Library (hereinafter as NCKU Library) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU Library.

Signing your name at the end of this agreement indicates that you have read, understood and accepted the contents set forth below.

I. Basic Data Collection, Renewal and Management

- (I) NCKU Library will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCKU Library to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCKU Library of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
 - 1、 To check or review the collected data.
 - 2、 To receive a photocopy of the collected data.
 - 3、 To supplement or revise the collected data.
 - 4、 To cease the collection, processing or use of the collected data.
 - 5、 To delete the collected data.

However, NCKU Library may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, NCKU Library shall not be held responsible for any compensation.

II. Purpose of Personal Data Collection

- (I) NCKU Library collects your personal data to meet the needs of library administration.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU Library, you may lose certain rights or benefits as a consequence.
- (III) From this date onward, NCKU Library will use your personal data to handle the following matters: Library circulation, related statistical analysis, contacts and inquiries.

III. Basic Information Security

Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU shall inspect the cause and inform you by phone, mail, email or website notice.

IV. Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) NCKU Library is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCKU Library website. Should you disagree with any amendments, please exercise your right to request that NCKU Library discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Tainan District Court as the court of the first instance jurisdiction.

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

Signature:

Date: / /