

國立成功大學圖書館教授指定參考書調查表 (_____學年 _____學期)
NCKU Library Course Reserve Service Request Form (_____Semester _____Year)

任課教師/Instructor： 識別證號/ID： 電話/Tel： E-Mail：

開課系所/Class： 課程名稱/Course Title： 開課年級/Grade：

序號 No.	圖書/資料名稱 Title	作者 Author	出版社 Publisher	出版年 Pub. Year	ISBN	登 錄 號 Library Acc. No.	索書號 Library Call No.	版 次 Edition	備 註 Note

註:請依指定書籍之館藏地 email 至下列信箱:

Note: Please email your request form to the following address according to the location of the reserve items.

總圖(Main Library)：course@libmail.lib.ncku.edu.tw/ 06-2757575 ext.65767

醫分館(Medical Library)：medcir@libmail.lib.ncku.edu.tw/ 06-2353535 ext. 5158

經辦人 Library Staff:

單位主管 Director:

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.

Once you applied for the course reserve 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- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.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.

I. 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: Requesting for course reserve items, related statistical analysis, contacts and inquiries.

I. 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.

II. 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.