

本表單所蒐集之個人資料，將用於辦理調閱百年書庫書刊資料業務之處理與利用，蒐集之資料將依個人資料保護法相關規定處理。當您填寫本表單之個人資料時，即視為您已瞭解上述相關內容，並同意本館蒐集、處理及利用您的個人資料。

Your personal data written in this form will be collected and used to access the books stored in the closed stacks by NCKU Library. Your personal data will be used under the constraint of Personal Data Protection Act, and 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. Your submission of this application form indicates that you have read, understood and accepted the contents set forth above.

國立成功大學圖書館百年書庫書刊資料調閱單

National Cheng Kung University Library Closed Stacks Material Request Form

※各欄位均須填寫，校外讀者請於證號欄填入「V999」，單位欄可空白。

Please fill in all fields. Off-campus readers, please fill in “V999” as your ID and you will leave the “Department” field blank.

館藏地 Location	<input type="radio"/> 總圖書館百年書庫 <input type="radio"/> 醫學院圖書分館百年書庫 <input type="radio"/> 安南校區百年書庫 Main Lib. Closed Stacks Medical Branch Lib. Closed Stacks Annan Campus Closed Stacks				
資料類型 Item Type	<input type="radio"/> 圖書 <input type="radio"/> 期刊 <input type="radio"/> 學位論文 Books Periodicals Theses/Dissertations				
學生證/識別證 NCKU ID		姓 名 Name		系所(單位) Department	
電 話 Phone		Email			
書刊名 Title					
登錄號 Item Barcode			索書號 Call number		
期刊架位號 Shelf/Mark No.			期刊卷期 Volume/Issue No.		

備註 Note：

- 本單只限調閱存放於百年書庫之資料，其他館藏地之資料不接受申請。
This request form is only applicable for retrieving materials stored in the closed stacks.
- 除安南校區百年書庫外，工作人員收到本調閱單後，於上班日每日取書，取書後 1 個工作天內以 email 或電話通知申請者。
Apart from the Annan Campus Closed Stacks, after receiving the retrieval request form, the staff will retrieve the materials daily on business days. Within one business day after the retrieval, the staff will notify the requester via email or telephone.
- 申請者收到通知後，請於保留期限內至總圖書館或醫分館借閱，逾期則歸架。
Once the requester receives an email notice, the requester shall proceed to collect the item at the Main Library or Medical Branch Library within the deadline. Otherwise, the item will be reshelfed.
- 安南校區百年書庫圖書由工作人員安排時間取書，如遇天候不佳、人力或交通工具無法配合時，得調整取書時間。
The materials from the Annan Campus Closed Stacks will be retrieved by the staff at scheduled times. However, in case of adverse weather conditions, manpower constraints, or transportation issues, the retrieval schedule may be adjusted.
- 聯絡電話 06-2757575：
 - 調閱總圖及安南書庫圖書：典藏閱覽組分機 65752、65756 或 1F 流通台分機 65760、65763。
 - 調閱總圖期刊：中文期刊分機 65733、西文期刊分機 65739。
 - 調閱醫分館書刊：分機 75120。
 Contact telephone numbers 06-2757575：
 - Retrieval of books from the Main Library and the Annan Campus：ext.65752, ext.65756 or the 1st Floor Circulation Desk at ext.65760, ext.65763.
 - Retrieval of journals from the Main Library: ext.65733(Chinese language journals), ext.65739 (foreign languages journals).
 - Retrieval of books and periodicals from the Medical Branch Library: ext.75120.

本欄由工作人員填寫 For Staff Only	收件日期： 年 月 日	通知日期： 年 月 日
	收 件 人：	通 知 人：
	※本書借閱期限為 年 月 日前，逾期則歸架	