

本表單所蒐集之個人資料，將用於辦理協尋圖書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 handle missing books searching 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協尋書單

National Cheng Kung University Library Missing Item Search Request Form

※各欄位均需填寫，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 <input type="radio"/> 醫學院圖書分館 Main Library      Medical Branch Library				
學生證/識別證 NCKU ID		姓 名 Name		系所(單位) Department	
電 話 Phone		Email			
書 名 Title					
登錄號 Item Barcode			索書號 Call No.		

備註 Note：

1. 本單只限協尋館藏狀態為「在架上」，但在正確書架上找不到之館藏圖書。

The request form is only for the book indicated as “Item in place”, but it cannot be found on the right bookshelf.

2. 經本館受理之尋書單，3 個工作天內通知申請者尋書結果。

The requester will be notified of the search result within 3 business day after the Searching Services form is processed.

3. 找到書後將以 email 通知申請者於期限內至總圖書館或醫分館借閱，逾期則歸架。

Once the requester is notified by email that the book is found, please proceed to the Main Library or Medical Branch Library to borrow the book within the given time period, otherwise the book will be reshelfed.

4. 當圖書館尋書未獲，而由其他讀者先尋獲時，允許此讀者先借閱 1 週，待歸還後再通知原尋書者借閱。

If the library is unable to find the book before another user, the user is allowed to borrow the book for one week. Once the book is returned, the original requester will be notified to borrow the book.

5. 尋書半年未獲之圖書資料，由圖書館評估是否重新補購。

If the book has not yet been found after 6 months, the possibility to purchase a new copy will be evaluated by the library.

6. 聯絡電話 06-2757575：

(1) 總圖圖書協尋：典藏閱覽組分機 65752、65766 或 1F 流通台分機 65760、65763。

(2) 醫分館圖書協尋：分機 75120。

Contact telephone numbers 06-2757575：

(1) Main Library books searching: ext.65752, ext.65766 or the 1st Floor Circulation Desk at ext.65760, ext.65763.

(2) Medical Branch Library books searching: 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	