

臺北大學圖書館

準研究生暨研究所休學生「臨時借書申請表」

National Taipei University Library Temporary Book Borrowing Application Form
for Prospective Graduate Students and Graduate Students on Leave

20230131

學 號 Student ID (無學號者請填入學學 年 3 碼+身份證末 5 碼) (If you do not have a student ID, please fill in the 4 code of the school year + the last 5 code of your ID card)		學 院 所 系 Department	
姓 名 Name		Email 帳號	
手 機 Mobile			
申請臨時借書 期限 Temporary Book Borrowing Period	_____年(y)_____月(m)_____日(d) ~ _____年(y)_____月(m)_____日(d) 1.研究所休學生申請借書期限以當次休學期限為準。 For graduate students on leave, the book borrowing period is based on the duration of the current leave of absence. 2.準研究生申請借書期限以開學 7 日後為準。 For prospective graduate students, the book borrowing period starts seven days after the beginning of the semester.		
身份 Identity	申辦檢附文件 Required Documents for Application		
☐ 準研究生 Prospective Graduate Student (未有學籍資料者) (For Those without academic records)	已有學籍資料之準研究生，免填此表，請直接至圖書館開通帳號 Prospective graduate students with existing academic records should skip this form and proceed directly to library account activation. ☐ 身分證影本(正本備查)Copy of ID card (original for verification) ☐ 報到證明(請洽教務處綜合業務組開立)Registration certificate (obtainable from the Academic Affairs Office) ☐ 自備悠遊卡(設定臨時證使用)Self-provided EasyCard (for temporary card usage)		
☐ 研究所休學生 Graduate Students on Leave	結清借閱圖書及滯還金，並完成本校休學程序方可辦理。 Clear all library book loans and outstanding fines, and complete the university's leave of absence procedures before applying. ☐ 學生證(查驗)Student ID (original for verification) ☐ 休學證明影本/休學申請書影本(二擇一，正本備查)Copy of leave of absence certificate/Leave of absence application form (choose one, original for verification)"		
其他注意事項 Other considerations			

1 準研究生正式註冊取得學生證後，或休學生已復學註冊、離校，請主動持學生證親洽圖書館辦理身份權限變更。 After the prospective graduate student has officially registered and obtained the student ID card, or the graduate student on Leave has returned to registration or quit school, please take the initiative to contact the library with the student ID card to change the identity authority. 2. 臨時借書權益說明： (1)10 冊為限，借期 30 日，可續借 3 次。 (2)借書類型：可外借圖書、視聽資料、設備借用，並提供電腦席位、自習室預約登記使用服務。 Temporary borrowing rights: (1) Limited to 10 volumes, the loan period is 30 days, and it can be renewed 3 times. (2) Type of borrowing: books, audio-visual materials, and equipment can be borrowed. And computer seats and self-study rooms can be used for reservation and use.
☐ 本人向圖書館申請借書，願遵守圖書館相關規定及善加保管所借書籍，如有逾期未還、毀損或遺失情形，概依圖書館規定辦理賠償。 I am willing to abide by the relevant regulations of the library and take good care of the borrowed books, and if there is any overdue return, damage or loss, I will pay compensation in accordance with the regulations of the library. * ☐ 本人已了解「國立臺北大學圖書館蒐集個人資料告知聲明」(如表單背面)，並願遵守相關閱覽規則暨借閱辦法。 I have read the "National Taipei University Library Declaration to Collect, Process, and Use Personal Information" (as shown on the back of the form) and am willing to abide by the relevant reading rules and borrowing methods. * 簽名(Signature)：_____ (簽名後視為同意上述事項 Signing is deemed to have agreed to the above matters)
系主任/所長/系所章戳(擇一) Department Head/Director/Department Seal Stamp (choose one)

國立臺北大學圖書館蒐集個人資料告知聲明

National Taipei University Library Declaration to Collect, Process, and Use Personal Information

中華民國 107 年 3 月 22 日圖書館館務會議通過
Passed in the meeting of the Library Committee on March 22, 2018

一、蒐集之目的 Purpose of collection

本館依據圖書館法提供各項服務，為執行圖書資源利用與推廣服務相關業務，所蒐集、處理及利用個人資料之特定目的：109 教育或訓練行政、116 場所進出安全管理、136 資(通)訊與資料庫管理、146 圖書館、出版品管理。

The Library provides services in accordance with the Library Act, and collects, processes, and uses personal information for specific purposes to utilize library resources and promote services: 109 Education or training administrative, 116 Site safety management, 136 Information (communication) and database management, 146 Library and administration.

二、個人資料之類別 Types of personal information

1. C001 辨識個人者，例如：中英文姓名、性別、出生年月日、聯絡方式、電子票證內碼。

C001 Personal identifiers, including but not limited to : Chinese/English name, sex, date of birth, contact method, and e-invoice code.

2. C003 政府資料中之辨識者，例如：國民身分證統一編號、居留證號碼、護照號碼。

C003 Identifiers issued by government agencies, including but not limited to : National ID card number, alien resident certificate number, passport number.

3. C051 學校紀錄，例如：學號。

C051 School records, including but not limited to : Student ID number.

4. 當您使用本館提供之各項網路資源服務，本館及資料庫廠商亦將利用 cookies 進行管理及記錄，包括記錄 IP 位址、使用檔案及時間等軌跡資料。

When you use the online resources and services provided by the Library, the Library and database company will use cookies for management and records, including but not limited to: tracking the IP address, browser history files and timestamps.

三、個人資料利用之期間、地區、對象及方式 Time period, area, target and way of the use of information

1. 期間：個人資料蒐集之特定目的存續期間、本館執行業務所必須之保存期間或依相關法令就資料之保存所訂保存年限。

Time period: Preservation duration determined according to the specific purpose of collection, the execution of the library service and relevant laws or regulations, or the period of the preservation duration according to individual contracts.

2. 地區：本館及下揭利用對象所在地。

Area: The Library and the following target.

3. 對象：本館、受託單位(例如：本校資訊中心)、委外廠商(例如：圖書館自動化系統及資料庫廠商)、合作館(例如：臺北聯合大學系統圖書館)、本校內部單位、研究計畫。

Target : The Library and third parties who have an exclusive cooperative relationship with The Library and the services provided by The Library 's group and partners(e.g. contractors, partnered libraries, the department of NTPU, and research projects...etc.)

4. 方式：符合個人資料相關法令以自動化機器或其他非自動化之利用方式，包括業務執行所必須之通知、統計分析、校務研究或異地備份等。

Way of the use: Information is to be used in both automated and non-automated means that comply with personal information related laws (e.g. services improvement, statistical analysis, educational research, and system backup...etc.)

四、當事人得行使之權利及方式 Rights to your personal information

個資當事人得依個資法行使下列權利：

You have the right to require the following matters at any time in accordance with the Personal Data Protection Act:

1. 查詢、閱覽、製給複製本。

Inquiry, reading, and making duplicate copies.

2. 補充或更正。

Supplementation or correction.

3. 請求停止蒐集、處理或利用及請求刪除, 惟因本館執行業務所必須者, 本館得不依請求為之。

Request to discontinue the collection, processing, or use or request to delete personal information.

However, the Library may refuse such requests in order to carry out certain operations.

此外, 行使本項權利可能影響當事人權益。

Furthermore, exercising this right may affect the individual's rights and interests.

若您欲執行上述權利, 或有任何建議指教, 請與本館連繫。

Please contact the Library if you wish to exercise any of the rights described above, or if you have any concerns or recommendations.

電話: 02-8674-1111 分機 68352

Tel: 02-8674-1111 ext. 68352.

電子郵件: lib2@mail.ntpu.edu.tw

Email: lib2@mail.ntpu.edu.tw

五、拒絕提供個人資料者, 本館將無法提供相關服務。若當事人提供不正確個人資料致使權益受損, 本館不負相關賠償責任。

The Library will be unable to provide related services if you refuse to provide personal information. The Library is not responsible for compensation when an individual's rights and interests are damaged due to providing incorrect personal data.

六、個人資料之保護 Personal Information Protection

依本校隱私權政策聲明辦理。

Handled in accordance with the University's Privacy Policy.

七、告知聲明之效力 Effect of this notice

本館保有修改本告知聲明之權利, 內容修改時將透過您所提供的聯絡方式或於網站上以公告的方式通知您, 如您未提出異議或繼續使用本館相關服務, 表示您已同意本館所更改之內容。

The Library retains the right to revise this notice, and will notify you of the revision via the contact method you provided or an announcement on the Library's website. Not raising an objection or continuing to use the Library's services shall be construed as your having agreed to the revision.

臺北大學圖書館

準研究生暨研究所休學生「臨時借書」申請說明

National Taipei University Library Instructions for Temporary Book Borrowing Application for Prospective Graduate Students and Graduate Students on Leave

服務對象 Client

本校研究所新生(未有學籍資料者)，與研究所休學生。

New students of the graduate school of the university (those who without academic records) and graduate students who are on leave of absence.

申請方式 How to apply

- 準研究生(未有學籍資料者)：填寫申請表，經系(所)主任或系辦簽章核可，持報到證明、身分證影本(正本備查)、自備悠遊卡，親洽三峽圖書館流通櫃台辦理。

Prospective graduate students (those who without academic records): Fill in the application form, sign and approve it by the director of the department (institute) or the department office, and contact the circulation counter of the Sanxia Library in person with the registration certificate, the copy of the ID card (the original for verification), and the Easy Card of your own.

- 研究所休學生：填寫申請表，經指導教授、系(所)主任或系辦簽章核可後，持休學證明，親洽三峽圖書館流通櫃台辦理。

Graduate students who are on leave of absence: Fill in the application form, and after being signed and approved by the supervising professor, the head of the department (institute) or the department office, contact the circulation counter of the Sanxia Library in person with the leave of absence certificate or leave of absence application form.

- 研究所休學生需結清原在學帳戶借閱圖書及滯還金，並完成本校休學程序方可辦理。

Students who are on leave of absence from the institute must clear all library book loans and outstanding fines, and complete the university's leave of absence procedures before applying.

服務相關規定 Service-Related Conditions

- 借書權限：10 冊為限，借期 30 日，可續借 3 次。

Temporary borrowing rights: Limited to 10 volumes, the loan period is 30 days, and it can be renewed 3 times.

- 借書類型：可外借圖書、視聽資料、設備借用，並提供電腦席位、自習室預約登記使用服務，惟不提供電子書閱讀器、學習小間(6F 之研究小間、討論室、視聽室等)、跨校借書服務。

Types of borrowing: Books, audio-visual materials, and equipment can be borrowed, and computer seats and self-study rooms can be used in advance to register for use, but e-book readers, study rooms (6F research rooms, discussion rooms, audio-visual rooms, etc.), and interlibrary borrowing services are not provided.

- 電子資源使用：限入館檢索使用。

Electronic resource usage: Limited to on-site retrieval within the library.

- 有效期限：準研究生正式註冊取得學生證後，應主動持學生證親洽圖書館變更身份權限；研究所休學生有效期限則設定至當次休學期限止，若期間有復學註冊，須主動告知圖書館變更身份權限。

Expiration date: Prospective graduate students should update their library identity permissions after obtaining their student ID upon formal registration. For graduate students on leave, a temporary book borrowing period is valid until the end of the leave period. If re-registering during the leave, students must inform the library for their library identity permissions updates.

- 準研究生或休學生向本館借閱館藏，應負保管之責並準時歸還，倘有逾期未還、毀損或遺失情形，悉依圖書館相關規定辦理。

Prospective graduate students or students on leave of absence shall be responsible for the safekeeping of the collection and return it on time. In case of overdue, damage, or loss, it will be handled in accordance with the library's relevant regulations.

- 其他未盡事宜悉依本館相關規定辦理。

Other matters not covered herein shall be handled in accordance with the relevant regulations of the library.