

輔仁大學圖書館退休人員借書證申請書

Application Form for Retired Faculty and Staff at Fu Jen Catholic University Library

閱覽證號(圖書館填寫) Library Card No.(to be filled in by the Library):

申請人姓名 Applicant's Name:

系所單位 Department:

住址 Address:

電話 Tel No.:

電子郵件信箱 E-mail:

申請人簽(蓋)章 Signature of the Applicant:

申請日期 Date of application: / /

密碼 Password: 請辦證時直接設定密碼。 Please set your library password.

圖書館經辦人簽章 Verification by the Library :

日期 Date : / /

辦證收執聯 Receipt for Application

閱覽證號(圖書館填寫) Library Card No.(to be filled in by the Library):

申請人姓名 Applicant's Name:

注意事項 Note:

1. 請填寫申請書，並攜帶退休人員證明文件、身分證、一張照片及本申請表至濟時樓圖書館流通櫃檯並繳納保證金壹千元整後辦理。

Please fill out the application form, along with your retirement certificate, a current photo and personal ID and a refundable deposit of NT\$1,000 for the Alumnus Library Card at the Circulation Desk at the Fahy Library.

2. 當所借閱之圖書資料還清並繳畢罰款後，得將閱覽證繳回並無息領回保證金。 Alumni will have the deposit back after returning all checked out items and declaring they wish to cease enjoying his/her library privileges.
3. 退還押金請填寫【退款申請表】，原留存單據若有遺失，需填寫【押金退還切結證明單】，押金由總務處統一退款，約需兩週工作天，兩週後會匯入個人帳戶，除郵局帳戶外，匯入銀行帳戶須扣手續費 30 元，並附存摺影本。

Request for refund: Please fill out the "Application for Refund of Library Deposit" form. Refunds will be processed as soon as possible – allow 2 working weeks. The complete sum will be returned to a post office account; a bank account is subject to a NT\$30 handling charge. Please attach a photocopy of your account book.

4. 借書證僅限本人使用。 The card is for the holder's own use only.
5. 借還書事項依輔仁大學圖書館閱覽借書規則辦理。 The service is based on Fu Jen Catholic University Library Rules.

圖書館經辦人簽章 Verification by the Library :

日期 Date : / /