**高雄醫學大學圖書資訊處借書證申請表
KMU Library Card Application Form**

代碼1007

**for Education program student/** **Alumni/ Retired Faculty**

□新辦New application □續辦Renew 申請日期Application date：　　年(yy)　　月(mm)　　日(dd)

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| --- | --- | --- | --- |
| 姓 名Name |  | 系所/單位Department / Unit  |  |
| 職號/學號Employee/Student ID |  | 電子信箱email |  |
| 行動電話Mobile |  | 身份證字號前6碼ID card first 6 digit |  (含英文字母)(letter included) |
| **申請身分類別 Applicant Identity** |
| 請勾選身分類別 Identity | 保證金Guaranty Fund | 檢附證件及資料Required Documents |
| □ | 推廣教育學分班學員Education program student在學期限：　年　月　日至　年　月　日止Study year: (yy) (mm) (dd) to (yy) (mm) (dd) | NT $3,000 | 1. 學分班學員證、校友證、高醫之友證正本

Education program student ID card, Alumni card original copy1. 身分證正本備查 ID card original copy
2. 保證金收據正本Guaranty fund receipt original copy

備註：尚未申請校友證、高醫之友證之讀者，請先至國研大樓九樓秘書室校友暨公共事務組辦理。Note: Please apply Alumni card from Office of Secretariat first. |
| □ | 本校校友 Alumni |
| □ | 退休教職員工 Retired Faculty |
| 注意事項Note | 1. 請填妥本申請表，並持本表至總務處出納組繳費(受理時間為週一至週五8:00~17:30)。保證金收據正本請妥善保管，以為日後退費憑據，如有遺失歉難補發。

Please fill in and take this form to Office of General Affairs Cashier Section for payment (Mon to Fri 8:00-17:30).Please keep the original receipt of the guarantee fund for future refund.1. 如無法至出納組繳費者，圖書館一樓櫃台可代收保證金，並需填妥保證金收據正本領取方式。

For those unable to pay to the Cashier Section, please pay to library and select way to get the guaranty fund receipt.□親取 In person□郵寄至通訊地址(請附回郵信封或郵資) Mail to address (please attach return envelope or postage)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□委託代領Authorization others，受委託人姓名Trustee name：\_\_\_\_\_\_\_\_\_\_\_\_電話Phone：\_\_\_\_\_\_\_\_\_\_\_\_\_1. 完成繳費後，請攜帶本表與應檢附證件及資料至圖書館一樓櫃台辦理借書證(受理時間為週一至週五9:00~12:00 13:30~21:00；委託他人申請者請檢附委託書）。

Please bring this form and required documents to library after payment (Mon to Fri 9:00~12:00, 13:30~21:00).1. 為維護您的權益，證件限本人使用，並請參閱本館相關借閱規則暨規定。

To protect your rights, the library card is for personal use. Please reference to the library rules and regulations.1. 查詢個人借閱紀錄或辦理線上續借，請連線館藏查詢系統<http://toread.kmu.edu.tw>，登入帳號為讀者證號，登入密碼為個人身分證字號前6碼（英文字母大寫）。

To check borrowing record or renew books, please go to Library Catalog <http://toread.kmu.edu.tw>. Account ID: Library card ID; Password: Personal ID card first 6 digits (capital letter) 申請人簽名Applicant Signature： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 以下資料由館方填寫 The following section is for Librarian |
| 讀者證號 |  | 保證金收據編號 |  | 有效期限：　 年　月　日至　 年　月　日(校友及高醫之友首次辦證有效期限至次年12月31日，每年需驗證乙次。) |
| 承辦人 |  | 查核人 |  | 單位主管 |  |