高雄醫學大學圖書資訊處

辦理借書證/保證金退費委託書

KMU Delegation Letter for Library Card/ Guaranty Fund Refund

茲委託 代理本人向貴館辦理下列事項

I hereby delegate \_\_\_\_\_\_\_\_\_\_ to apply for:

□辦理借書證 Library card application

□保證金退費 Guaranty fund refund

此致

高雄醫學大學圖書資訊處

To KMU Library

 委託人簽名Trustor signature：

 申請日期Application date： 年(yy) 月(mm) 日(dd)

備註Remark：

1. 申請借書證，被委託人應攜帶身分證及本委託書，連同委託人身分證、借書證申請表及所需證件及資料至圖書館流通櫃檯辦理。

For library card application: The trustee should bring both trustor’s and trustee’s ID card, this delegation letter, library card application form and other required documents to library.

1. 辦理保證金退費，被委託人應攜帶身分證及本委託書，連同委託人身分證、借書證、保證金收據正本及退費申請表至圖書館流通櫃檯辦理。

For guaranty fund refund: The trustee should bring both trustor’s and trustee’ ID card, this delegation letter, library card, guaranty fund receipt original copy and refund application form to library.

1. 借書證限本人使用，並應遵守本處相關規定，若因委託他人致證件遺失或借予他人使用造成本館圖書遺失等情況，概由借書證本人負責。
Library card is limited for owner only. Please reference to the library rules and regulations. The owner of library card shall bear all responsibility if losing the library card and collections.