

# 朝陽科技大學波錠紀念圖書館借閱申請單

Library Card Application Form  
Chaoyang University of Technology

申請日期 Application Date	年/Year	月/Month	日/Day
姓名 Full Name			身份別 Identity
出生月日 Birthday	月/Month	日/Day	<input type="checkbox"/> 交流學者 Exchange Scholars <input type="checkbox"/> 準研究生 Graduate Students <input type="checkbox"/> 社區民眾 Community Readers <input type="checkbox"/> 校友 Alumnus <input type="checkbox"/> 推廣學分班 Continuing Education Students <input type="checkbox"/> 館友 Library Friends (退休教職員/高中職策略聯盟/ 樂齡大學) <input type="checkbox"/> 志工 Volunteers <input type="checkbox"/> 跨校讀者 Interlibrary <input type="checkbox"/> 其他 Others (研究助理/專案約聘職員)
身分證字號(後4碼) ID number	***** _ _ _ _		
手機 Cell Phone			
住家/其他電話 Tel.			
住址 Address			
電子信箱 E-mail Address	(用途: e-mail 寄發圖書到期、逾期通知) Purpose: Sending email notifications for book due dates and overdue notices.		
備註 Note	填寫本申請單時請注意以下說明，請詳閱後同意簽名始得辦理借閱申請： 1. 詳讀背後「個資蒐集告知函」。 2. 為使資源獲得妥善利用，社區民眾借閱申請後須使用至少3個月，3個月若不再使用可憑保證金收據辦理結清退費。 Please pay attention to the following notes when filling out this application form. After reading, agree to sign to process the loan application: 1. Read the 'Personal Information Collection Notification' on the back carefully. 2. In order to make proper use of resources, community reader must use the loan for at least 3 months after applying for it. If they no longer use it after 3 months, they can use the deposit receipt to handle the settlement and refund.		

讀者簽名 Signature: \_\_\_\_\_

## ※校外讀者-讀者類型英文代碼表

讀者類型	讀者代碼
志工(校外)	VT
社區民眾	CM
師培實習生	TT
校友	AL
推廣學分班	CL
華語研習生	CS
館友	FR
交流學者	VS

# 朝陽科技大學波錠紀念圖書館

## 個人資料蒐集告知函

圖書資訊處讀者服務組109.7.2

朝陽科技大學波錠紀念圖書館依據「圖書館法」提供各項服務，並依個人資料保護法第8條規定，公告下列事項，請詳閱：

### 一、蒐集之目的

為執行資源利用與推廣服務等相關業務，需蒐集您的個人資料。

### 二、蒐集個人資料類別

1. 辨識個人者（C001）：如姓名、聯絡電話、通訊地址、電子信箱等資訊。
2. 政府資料中之辨識者（C003）：如身分證統一編號、入出境許可證號碼、護照號碼。

### 三、個人資料利用之期間、地區、對象及方式

1. 本處將於蒐集目的之存續期間或因執行業務所必須的保存期間內合理利用您的個人資料，於校務地區進行聯繫之用。
2. 本處將利用您的個人資料於蒐集目的之各項業務執行，包括因業務執行所必須之各項聯繫與通知。
3. 利用身分證開立收據，或填寫相關表單如協尋書申請表、密集書庫書籍借閱申請單、問題圖書處理登記表、圖書掛失登記表等，也會使用您的個人資料以便書籍預約或聯繫之用。

### 四、個人資料之提供

1. 您可自由選擇是否提供相關個人資料，惟若拒絕提供個人資料，本處將無法提供相關服務。
2. 請依各項服務需求提供您本人正確、最新及完整的個人資料，若您的個人資料有任何異動，請主動向本處申請更正。
3. 若您提供錯誤、過時、不完整或具誤導性的資料，而損及您的相關權益，本處將不負相關賠償責任。

### 五、個人資料之保密

本處將善盡個人資料保護之責。如因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本處將於查明後以電話、電子郵件或網站公告等方法，擇適當方式通知您。

### 六、當事人就個人資料得行使之權利

您得依個人資料保護法第3條就您的個人資料行使請求查閱、補充、更正、製給複製本及請求停止蒐集、處理、利用及請求刪除等權利，行使方式請洽本校圖書資訊處讀者服務組，電話：04-23323000分機3152，電子郵件：rs@cyut.edu.tw。

# Personal Information Protection Notification

According to the Personal Data Protection Act, Chaoyang University of Technology (hereinafter as CYUT) 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 CYUT. Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

## 一、 Basic Data Collection, Renewal and Management

- (I) CYUT will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by CYUT to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform CYUT of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
  - 1. To check or review the collected data.
  - 2. To receive a photocopy of the collected data.
  - 3. To supplement or revise the collected data.
  - 4. To cease the collection, processing or use of the collected data.
  - 5. To delete the collected data. However, CYUT may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, CYUT shall not be held responsible for any compensation.

## 二、 Purpose of Personal Data Collection

- (I) CYUT collects your personal data to meet the needs of educational administration.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to CYUT, you may lose certain rights or benefits as a consequence.

## 三、 Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) CYUT is entitled to amend the contents of this agreement, and any amendments will be publicized on the CYUT website.