**朝陽科技大學兼任教師短期展延借閲權限申請書**

**Application for extension of adjunct teacher loan period**

系(所) 老師，確認下一個學期仍為本系所聘任之兼任教師，然因聘書尚未核發，為不影響老師因教學需要利用圖書館資源，使其繼續享有教師之借閱權利，特此申請。

(Department) (Teacher name)

Please confirm that the teacher who is still employed by the department in the next semester. Because the teacher has not received the certificate of appointment, so not to affect the teacher’s teaching needs, teachers have to apply for an extension of the loan period.

|  |  |
| --- | --- |
| 申請單位  Application unit/ Research center | |
| 系所(中心)承辦人  Case Officer | 系所(中心)主管  Chair |
|  |  |

申請日期(Application date)： 年(Y) 月(M) 日(D)

※備註(Remark)：

1. **本申請書填寫後，請送至圖書館2樓借還書櫃台，圖書館將暫時展延借閱之有效期限：上學期至當年9月30日**；**下學期至當年3月31日**。

After the application is completed, please send it to the second floor of the library. We will extend the teacher's borrowing expiration date. The first semester will extended to 9/30 of the year ; second semester will extended to 3/31 of the year.

1. **開學後仍需請老師攜帶聘書至圖書館2樓借還書櫃台展延借閱權限至聘書的到期日**。When new semester start, teacher has to take certificate of appointment to the library to update the loan expiration date.
2. 短期展延期間兼任教師圖書未歸還，系所單位需協助催還圖書。

※圖書館館方註記(Library Note)：

|  |  |  |
| --- | --- | --- |
| 圖書館 | 流通紀錄處理(請勾選) | 申請書存檔 |
| * 確定借閱權限已展延至   年 月 日   * 無法展延，問題描述： | 承辦人員**簽名**及**註記** |