

輔仁大學圖書館校友借書證申請書

Application Form for Alumni at Fu Jen Catholic University Library

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

申請人姓名 Applicant 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 Applicant Date: / /

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 Verifications 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.(Fill in by the Library):

申請人姓名 Applicant Name:

注意事項 Note:

1. 請填寫申請書，並攜帶輔大校友證、身分證、一張照片及本申請表至濟時樓圖書館流通櫃台並繳納保證金壹仟元整後辦理。 Please fill out the application form, along with your FJU Alumnus ID Card, a current photo and personal ID and a refundable deposit of NT\$1,000 for the Alumnus Library Card at the Circulation Desk at Fahy Library.
2. 校友證請至公共關係室辦理。 Alumni should to apply for the FJU Alumnus ID Card at Office of Public Affairs.
3. 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 could have the deposit back after return all check out items and declare ceasing his/her library privileges.
4. 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. In addition to the post office account, bank account shall be deducted import fees \$30. Please attach a photocopy of passbook.
5. 借書證僅限本人使用。 The card is for self-use only.
6. 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 the Fu Jen Catholic University Library Rules.

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

日期 Date : / /