澳門理工大學圖書館 / MPU LIBRARY

借書證 / 閱覽證申請表・LIBRARY CARD APPLICATION FORM

外文姓名・Name (Last, First):		照片 PHOTO
中文姓名・Name in Chinese (if applicable):	學院 / 部門 Faculty / Dept.	
手提電話・Mobile Phone No.: 住宅電話・Home Phone No.:	辦公室電話・Office Phone No.:	
地址・Address:		
電郵・E-Mail:		

借書證・Borrower's Card	閱覽證・Reader's Card
☐ 職員・Administrative Staff ☐ 全職教員・Full Time Academic Staff ☐ 教學服務提供人員・Academic Service Provider ☐ 校友會會員・Member of Alumni Association ☐ 校外人士・External Reader	☐ 校外人士・External Reader
申請人簽名・Signature:	日期・Date:

收集個人資料聲明・ Personal Data Collection Statement

閣下所提供的所有資料，只會被用作處理圖書證之申請、郵寄圖書館通知書及日後用作提供圖書館服務用途。同時，所提供的個人資料將按照第 8/2005 號法律《個人資料保護法》相關規定進行處理。

The information you provide will be used for the purpose of processing the application, posting of library notices and provision of library services only. All personal data provided will be treated in accordance with relevant provisions of Act No. 8/2005 Personal Data Protection Act.

圖書館專用/ For Library Use Only

Borrower's Card	☐ ID Copy ☐ Alumni Card Copy ☐ Deposit Mop 1,000	Valid Date: / /	BARCODE	Staff
	Payment #	Receipt #	MPU Student Number #	
Reader's Card	☐ ID Copy	Valid Date: 31/ 12 /	Remarks	

申 請 須 知 ：
Notes on Application:

| | 讀者身份
Reader
Status | 申請資格
Condition | 申請手續 Application Procedure | | | | 辦證天數
(工作天)
Processing Time
(Working Day) | 有效
期限
Valid
Day | 續期
Renewal |
			申請表 Application Form	近照 Recent Photo	證件副本 Copy of Credentials	保證金 [1] Deposit			
Borrower's Card 借書證	教學服務 提供人員 Academic Service Provider	持本院有效之合約且合約 期限需滿一個學期或以上 With A Minimal 1 Semester Contract	✔	2 張 2pcs	✘	MOP 1,000	3 天 3 days	✔ [2]	✔ [3]
	校友會會員 Member of MPUAA	持有效之澳門居民身份證 及校友會會員咭 Macao Resident ID Card and MPUAA Member Card Holder	✔	2 張 2pcs	身份證及 校友會會員咭 MPUAA Member Card & ID Card	MOP 1,000	3 天 3 days	✘	✘
	校外人士 External Users	持有效之澳門居民身份證 且年滿十八歲 18 Years or Above Macao Resident ID Card Holders	✔	2 張 2pcs	身份證 ID Card	MOP 1,000	3 天 3 days	✘	✘
Reader's Card 閱覽證	校外人士 External Users	持有效身份證明文件 且年滿十八歲 18 Years or Above and Holding Valid Identity Documents	✔	2 張 2pcs	有效身份證明 文件 Valid Identity Documents	✘	3 天 3 days	✔	✔ [4]

註：
Remarks:

1. 保證金繳付方式可以以現金、中銀手機銀行、劃線支票、銀行匯票或本票，抬頭寫"澳門理工大學"，保證金請到財務處或圖書館
   （只接受現金、中銀手機銀行）繳付。該保證金在申請人取消借書證時發還。
   The deposit is payable by cash, BOC Pay, crossed-check, bank draft, or cashier order are accepted. Please make the check payable to " Macao Polytechnic University". Please pay the deposit at the Finance Office or the Library (only accept cash, BOC Pay). The deposit will be returned to the applicants when they cancel the Library Borrower's Card.
2. 借書證有效期至學期最後一個授課日。
   The Library Borrower's Card for the Academic Service Provider will be valid until the last lecture day of a course.
3. 需出示有效之招聘合約。
   Renew the Card with a new contract.
4. 需於每年一月份親臨圖書館辦理續期手續
   The Library Reader's Card holders should renew their reading cards early in January each year.

➢ 如遺失圖書證，必須親往圖書館櫃檯辦理報失手續，在辦理報失手續前可先行致電通知圖書館，以防止失證被盜用。
   Report of loss of library card must be made in person at Library Circulation Counter. Whereas, the library card holder should phone to the library first in order to prevent from any unauthorized use of the lost card.

➢ 個人資料如有更改，請通知澳門理工大學圖書館。詳情請向圖書館職員查詢。
   Any change of personal particulars should be notified to the MPU Library. For details please contact our library staff.

➢ 如有任何查詢，歡迎致電圖書館流通櫃檯 8599 6241、8599 6708 或電郵 library@mpu.edu.mo 查詢。
   For enquiries, please contact the Library Circulation Counter at 8599 6241, 8599 6708 or email to library@mpu.edu.mo.

➢ 圖書證不得轉讓，申請人須遵守圖書館所有規則及規章。
   Any kinds of Library Cards are not transferable. Applicant is required to observe all rules and regulations of the Library.

➢ **圖書館館長保留拒絕任何申請的權利。**
   The Library Director reserves the right to approve/ disapprove any application.