

元智大學圖書館流通問題申訴單

YZU Library Claim Form

以下資料由讀者填寫 **To be completed by the patron**

為必填欄位 Asterisk () indicates a required field

*申請日期 Application Date _____/_____/_____ (YYYY/MM/DD)	*聲稱狀態 Your Claim <input type="checkbox"/> 未借(Never borrowed) <input type="checkbox"/> 已還(Returned)
*姓名 Name	*聯絡電話 Phone
*學號/證號 Library ID	E-mail
書名 Title	
*條碼號 Barcode	索書號 Call Number
歸還日期 Date the item was returned (For claim returned only)	歸還方式 How the item was returned (For claim returned only) <input type="checkbox"/> 櫃台 Service desk <input type="checkbox"/> 還書箱 Drop box <input type="checkbox"/> 本人歸還 In person <input type="checkbox"/> 他人代還 On your behalf
<p><input type="checkbox"/> 本人已充分了解，申訴之圖書(聲稱未借出、聲稱已還)經圖書館協尋四次且本人亦無法尋獲時，圖書館得依書籍賠償相關辦法向本人求償(含相關逾期罰款)。賠償手續未完成之前，圖書館可停止本人各項相關權益，且拒簽畢業離校單。</p> <p>The Library will root around the Library for the items that I reported as returned or never borrowed. If the item cannot be located after the search, in accordance with Library policy, I will incur a replacement charge for the item and any associated overdue fines. My library privileges will be suspended and leaving-school procedure will not be processed till the relevant cost is paid off.</p> <p><input type="checkbox"/> I read and fully understand my responsibilities with regard to this claim.</p>	
簽名 Signature	備註 Other details regarding the claim

注意事項：

- 經申訴已還或未借之借閱記錄將持續保留，直到圖書尋獲，或由借閱人完成賠償。
- 申訴處理結果將以 email 通知，請留意個人信箱。

Please note:

- This form will NOT remove the claim item from your current checkout list till the item in question is found or replaced.
- You will be notified of the outcome of this process. Please check your YZU email address.