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| **元智大學圖書館流通問題申訴單**  **YZU Library Claim Form** | | | | | | **表單序號**  （館方填寫） |
| **以下資料由讀者填寫** To be completed by 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 | | | * 未借(Not-Checked-Out) * 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 No. |  | 索書號  Call Number | | |  | |
| 聲稱已還(Claim Returned) | | | | | | |
| 歸還日期  Return Date |  | 歸還方式  Return Description | | * 櫃台Service Desk * 還書箱Drop Box | | |
| * 本人歸還 In Person * 他人代還By Representation | | |
| □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。  The Library will root around for the items that I reported as returned or never borrowed. If the item cannot be located after searching for 4 times, 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.   * I have read and fully understand my responsibilities with regard to this claim. | | | | | | |
| 簽名 Signature | | | 處理備註Claim Outcome | | | |

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 by email.