

元智大學圖書館流通問題申訴單			表單序號 (館方填寫)
YZU Library Claim Form			
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	<input type="checkbox"/> 未借 (Not-Checked-Out) <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 No.		索書號 Call Number	
聲稱已還 (Claim Returned)			
歸還日期 Return Date		歸還方式 Return Description	<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 By Representation
<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。 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. <input type="checkbox"/> 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.