

國立雲林科技大學圖資處暨藝術中心器材借用申請表

National Yunlin University of Science and Technology

Office of Library & Information Services

A Borrowing Application Form for Library and Art Center Equipment

申請日期 Application Date : 年(Y) 月(M) 日(D)

借用單位 Borrowing Unit			
借用人 Borrower		聯絡電話 Contact Number	
借用器材 Borrowed Equipment			
借用日期 Borrowing Period	自 From 年(Y) 月(M) 日(D)(週)__ : __ 至 To 年(Y) 月(M) 日(D)(週)__ : __ Please fill in the date completely including the year, month, day, and time.		
借用人簽名 Signature of Borrower			

附註 notes :

1. 借用人應於借用及歸還時與館員清點數量。

Borrowers should count the quantity of equipment with the librarian when they borrow or return them.

2. 使用規則 Using rules :

(1) 展板及畫板請以圖釘、紙膠帶、萬用黏土及萬黏雙面膠帶固定作品，漿糊、一般雙面膠、膠水、膠帶、鐵釘等皆不得使用。

Please use drawing pins, tissue tape, blu tack, and all-purpose double-sided tape to fix artistic works on the display board and easel. Do not use the paste, double-sided tape, glue, tape, or nails.

(2) 展板僅可於室內推移，搬運時不可落地，請以人力或推車移動。

The display board can only be pushed and moved indoors. Do not drop it to the ground when it is being carried to another building, and so please use a cart or ask someone in charge of this to move it.

(3) 如不依規定使用而致使器材有所損壞者，借用人應負賠償責任。

If the equipment is damaged due to the violation of the above-mentioned rules and regulations, the borrower should pay for the total loss we claim.

3. 承辦人：圖資處 童怡嘉助理 分機2607、藝術中心 林雅娟助理 分機2646

* Liaison: Library Assistant, Tung, I-Chia. Tel: (05) 5342601 ext.2607.

* Liaison: Art Center Assistant, Lin Ya-Juan. Tel: (05) 5342601 ext.2646.

經辦人 Handler: