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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.