國立清華大學圖書館委託代借圖書資料申請單
Authorization for Proxy Borrowing

日期 Application date：＿＿＿年＿＿＿月＿＿＿日

☐新增委託 Add proxy

本人同意授權被委託人代為借閱圖書資料，並了解圖書之借還責任由本人負責，終止或更改委託將主動另行辦理，請館方同意本委託申請。

I authorize the proxy borrower to check out materials from NTHU Libraries with my account. I accept full responsibility for any materials borrowed by my authorized proxy borrower. I will provide the update application when I want to end or change the proxy.

☐終止委託 End proxy

本人擬結束對被委託人的授權，終止被委託人以本人帳號借閱圖書資料。

I want to end the authorization of the proxy borrower to check out materials with my account.

委託人 Borrower	借書證號 Library ID	聯絡電話 Phone
被委託人 Proxy Borrower	借書證號 Library ID	聯絡電話 Phone

圖書館承辦人：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ （未蓋圖書館戳記者無效）

National Tsing Hua University Library Authorized Borrowing Guideline

1. National Tsing Hua University Library (Known below as "The Library") allow authorized borrowing for the convenience of the Tsing Hua University patrons that, due to certain reasons, are unable to personally borrow from the Library.

2. In order to apply for authorization, patrons should fill out the "Authorization for Proxy Borrowing" form and present it to the front desk of the Library in person along with a valid library card.

3. Authorizations come into effect one day after the application is completed. To terminate authorization, patrons should apply directly at the front desk of the Library.

4. The trustee must also be a valid patron of the Library.

5. The trustee should make an oral request to make an authorized borrowing in advance, and present his/her own valid library card when borrowing.

6. The guideline listed here are verified by the Library Executive Meeting, as will any changes that apply.