

# 國立政治大學圖書館期刊代印申請表

## Periodical Photocopy Request Form

申辦日期 Date of application:

<b>姓名 Applicant :</b>	<b>系級或 單位 Dept :</b>	<b>借書證 Library ID</b>
<b>聯絡電話 Telephone :</b> (H) _____ (O) _____ (M) _____		
<b>E-mail :</b> _____		

編號 NO	篇名 / 作者 Article / Author	期刊名 Journal	卷期 / 年代 Vol./ Year	起迄頁數 Pages	館藏地 Located	處理結果 (館員填寫) Processed by Librarian
1						
2						
3						
4						
5						

**注意事項 Notes :**

1. 讀者委託代印資料，須遵守著作權法相關規定。  
Patrons requesting for Library Copying Services should abide by the Copyright Law.
2. 計費方式：資料每篇二十頁（含）內八十元，超過二十頁者，每頁另加收三元影印費，無法預估頁數者，須先預繳一百元，於資料印畢後多退少補。  
Charges: NT\$80 for 20 pages. For those exceeding 20 pages, an additional NT\$3 will be charged per page. A prepayment of NT\$100 is required for those unable to count the actual number of pages. Refund for any overpayment, supplement for any deficiency.
3. 資料到館後，自通知翌日起保留七個工作日，逾期未取者，讀者不得要求退費。  
The documents will be held at the Reference Desk for 7 work-days. No refunds for those who are unable to check out before the date overdue.
4. 若無法印得資料，應自接獲通知退費翌日起七個工作日內持收據至原申請代印館辦理退費，逾期視同放棄，預收之款項繳庫，不得異議。  
Refund policies: The Libraries provide a cash refund for patrons whose requests could not be located and delivered. The patrons should bring the receipt to the original Library within 7 work-days after receiving the Library's Notification. No refunds for those who are unable to claim before the date overdue.

閱後請簽名 Applicant's signature : \_\_\_\_\_

代印館 The documents are located at : \_\_\_\_\_

經辦人 Approved by librarian : \_\_\_\_\_