|  |
| --- |
| **Tamkang University Chueh Sheng Memorial Library****Article Request Form***\*Use this form to request a photocopy of a journal article from another campus when the journal is not held at your home campus.*Date: \_\_\_\_\_\_\_\_\_\_ (yyyy/mm/dd) |
| Name |  　  | Student/Faculty Number: |
| Department | Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_ |
| E-Mail address |  |
| Phone Number |   |
| Pick up Location | 🞏Circulation Desk at 2nd floor of Main Library🞏 Taipei Branch 🞏 Lanyang Campus Library |
| **Article Details** |
| 🞏4th floor of Main Library 🞏 Chung\_Ling Branch  🞏 Taipei Branch 🞏Lanyang Campus Library 🞏 1st floor of Main Library |
| Article Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Article Author(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Journal Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year of Publication:\_\_\_\_\_\_\_\_\_ , Volume:\_\_\_\_\_\_\_\_\_ , Issue Number:\_\_\_\_\_\_\_\_\_\_\_Page:\_\_\_\_\_\_\_\_\_\_ Total pages  |
| 【**Library use only**】Number of pages copied： 　　 Fee：NT$ 　　 Delivery date(y/m/d)： 　 Signature of staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Please email the form to the following branches：4th floor of Main Library : nonbook@mail.tku.edu.tw (Tel.(02)2621-5656 ext 2132)1st floor of Main Library: nonbook@mail.tku.edu.tw (Tel.(02)2621-5656 ext 132)Taipei Branch : tlib@mail.tku.edu.tw (Tel.(02)2621-5656 ext 8581)Lanyang Campus Library : llib@staff.tku.edu.tw (Tel.(03)987-3088 ext 7044、7009、7010)2. It will take 3 days to complete your request3. Copy Fees：Main library、Chung Ling、Taipei： NT$1 per A4/B4 sheet ; NT$2 per A3 sheet.Lanyang ： NT$1 per sheet.4. Please come to the circulation desk in person to pay the fee and pick up your copies. |
| ALBX-Q03-001-FM02-01 |