

# Application Form for Requesting Assistances of Reader's Research Needs in National Library of Public Information

|  |   |   |            |
|--|---|---|------------|
| <b>Name of applicant</b>   |   | <b>Date</b>   | yyyy/mm/dd |
| <b>Contact</b>   | Address   | Home Phone  |            |
|  | E-mail  | Cell Phone  |            |
| <b>Research type</b>   | <input type="checkbox"/> research project <input type="checkbox"/> thesis <input type="checkbox"/> school assignments<br><input type="checkbox"/> other (please specify):_____    |   |            |
| <b>Research unit/school name</b>   |   |   |            |
| <b>Project title/thesis title/course title</b>   |   |   |            |
| <b>Project director/advisor/instructor</b>   |   |   |            |
| <b>Name of research assistant/graduate student</b>   |   |   |            |
| <b>Research methods</b>  | <input type="checkbox"/> questionnaire <input type="checkbox"/> interview <input type="checkbox"/> other (please specify):_____   |   |            |
| <b>Research subject</b>  | <input type="checkbox"/> readers <input type="checkbox"/> librarians <input type="checkbox"/> other (please specify):_____  |   |            |
| <b>Request assistances</b>   | <input type="checkbox"/> Forward questionnaires to the librarians of NLPI (with research background: _____, copies:____)  |   |            |
|  | <input type="checkbox"/> Invite librarians of NLPI to join the research (Invitation letter with research background: _____, copies:____)  |   |            |
|  | <input type="checkbox"/> Provide research field (please specify):_____  |   |            |
|  | <input type="checkbox"/> Provide data (please specify):_____  |   |            |
|  | <input type="checkbox"/> other (please specify):_____   |   |            |
| <b>Summit related materials</b>  | <input type="checkbox"/> research plan <input type="checkbox"/> questionnaire <input type="checkbox"/> interview outline<br><input type="checkbox"/> other (please specify):_____ |   |            |
| <b>Scheduled research date and time</b>  | Date : _____ to _____ (yyyy/mm/dd)<br>Time : _____  |   |            |
| <b>The results (the report or dissertation) sent to NLPI for public viewing</b>  | <b>Printed version</b>  | <input type="checkbox"/> I agree <input type="checkbox"/> other (please specify):_____  |            |
|  | <b>Electronic files (NON-Security PDF files)</b>  | <input type="checkbox"/> I agree <input type="checkbox"/> other (please specify):_____<br>Note: If you agree to authorize the research result in digital format to the NLPI for open access, it will be converted in a format suitable for the public to read and held on the e-Book Online Service. Furthermore, it will be permanently authorized 3 copies for the public to borrow freely through Internet connection. |            |
| <input type="checkbox"/> I have hereby read and agreed to the terms of the <b>Statement of Collecting and Processing Personal Data of National Library of Public Information (as attached)</b> |   |   |            |
| Applicant's signature : _____<br>Date : _____ (yyyy/mm/dd)   |   |   |            |
| Result of reviewed (official only) : _____   |   |   |            |
| <input type="checkbox"/> Agree <input type="checkbox"/> Disagree, Reason : _____   Reviewer's signature : _____   Date : _____   |   |   |            |

# **National Library of Public Information**

## **The Statement of Collecting and Processing Personal Data**

The National Library of Public Information (Hereinafter, NLPI) provides services to the public in accordance with the Library Law and is obligated to make the following notification known according to Personal Data Protect Act (Hereinafter, the Act). Please read it carefully.

### **1. Purposes of Collecting Personal Data**

In order to assist readers' needs in conducting a research at the NLPI or collecting NLPI's service data, we collect your personal data according to 146 Library and Publication Management of the Specific Purpose and the Classification of Personal Data of the Act.

### **2. Categories of Collecting Personal Data**

According to Code 001 Type for identifying individuals, Code 024 Other social relations, Code 056 Works of the Specific Purpose and the Classification of Personal Data of the Act, we collect your personal data, including name, phone number, residential or office address, e-mail address, which may be used to identify you directly or indirectly.

### **3. Time Period, Area, Target, and Way of Using Personal Data**

3.1 Time Period for Using Personal Data: From the date the personal data is provided to the date of expiration of the specified purposes, or after the research results (the report or theses/ dissertation) have been sent to the NLPI.

3.2 Area of Using Personal Data: In the territory of the Republic of China (Taiwan).

3.3 Target of Using Personal Data: The NLPI.

3.4 Way of Using Personal Data: When contact or notification is necessary due to service execution.

### **4. Provide Personal Data**

4.1 NLPI collects only information necessary for providing you service. If you decide not to provide your personal data, NLPI will not proceed any necessary service procedure for you.

4.2 Please provide your personal data necessary with accuracy, currency and completeness. Please also inform the NLPI of any change to your personal data to maintain the latest information.

4.3 You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.

### **5. Security of Personal Data**

The information that you have disclosed to the NLPI will be handled responsibly. When your personal data be stolen, disclosed, altered or infringed upon due to the violation of the Act by the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, the NLPI shall inspect the cause and inform you by phone, mail, email or website notice.

### **6. According to Article 3 of the Act, you may exercise following rights with regard to your personal data provided to the NLPI:**

6.1 To request for checking or viewing your personal data provided.

6.2 To request for making a photocopy of your personal data provided.

6.3 To request for supplementing or revising your personal data provided.

6.4 To request for ceasing the collection, process, use or deletion of your personal data provided.

If you have any further question about this statement, please contact the Research & Development Task Group, NLPI at 886-4-22625100 ext. 1033, e-mail at [RD@nlpi.edu.tw](mailto:RD@nlpi.edu.tw).