

Library Card Registration Application

入力済

If you don't have a student or staff card of TMU, please fill out the bold frame and submit it to the library counter along with the required documents according to the user classification.

Bolded fields are required.

		発行日	年 月 日	
Name of applicant			Date of birth	/ / (mm/dd/yyyy)
Address	〒		Phone number	
E-mail			Extension number	
Division/ Department				
Period of enrollment	/ / ~ / / (mm/dd/yyyy) (mm/dd/yyyy)	Student/ Staff ID		
User classification *Please circle the applicable section.				
Teachers(12) [必要書類] □在籍確認書類 ResearchAssistant ・ Guest teachers ・ Guest Researchers ・ postdoctoral Researchers ・ Ph.D.Candidate Researchers ・ Others []				
Students Researchers/Fellows(15) [必要書類] □在籍確認書類(研究生証等)		Others [] [必要書類] □在籍確認書類 □現住所確認書類		

Please check "Handling of Personal Information" on the other side and check the box to apply.

【図書館記入欄】

- ・所属館によって貸出条件が異なるため、必ず別表で、所属部署から所属館を確認し、登録すること。
- ・利用者区分の詳細(12-その他教員、23-職員、35-オープンユニバーシティ、等)はユーザー2に入力すること。

処理区分 [新規・有効期限更新・再発行・登録内容変更(氏名・住所・利用者区分・その他())]

利用者ID												有効期限	年 月 日
【旧】利用者ID												※再発行時に記入(左詰め)	

Handling of Personal Information

Tokyo Metropolitan University Library will properly manage and operate the personal information entrusted to us as follows.

1 Purpose of Use

The Library will use the collected personal information for the following purposes

- (1) To provide library services
- (2) Contact and guidance related to (1) above
- (3) Other matters related to the management and operation of the library

2 Handling of Information

Personal information collected will be stored in accordance with regulations after the expiration date of library use. However, if an obligation (e.g., book return or fee payment) has not been completed after the expiration date, the information will be stored until the obligation is completed.

3 Provision to Third Parties

The library will not provide personal data to third parties except in the following cases

- (1) When required by law
- (2) When necessary to protect the life, body, or property of an individual and when it is difficult to obtain the consent of the individual
- (3) When necessary to improve public health or to promote the sound growth of children, and when it is difficult to obtain the consent of the individual concerned
- (4) When it is necessary to cooperate with government agencies, local governments, or their contractors in the execution of their legal duties, and obtaining the consent of the individual may affect the execution of such duties.

Check

☐

I agree to the above and apply for the issuance or renewal of a user card.