Application for MG Card (Library ID Card) Issuance

MGカード(図書館利用証)発行申請書

To: Head Librarian, Meiji Gakuin University Library

I would like to apply for my “MG card” and “MyLibrary password” per the details provided below.

明治学院大学図書館長 殿

「MGカード」および「MyLibraryパスワード」を下記の内容にて申請します。

**1. Please fill out the details inside this bold frame.　太枠内すべてご記入ください。**

|  |  |
| --- | --- |
| Date applied  申請日 | (YYYY/MM/DD) 20　 /　 / |
| Application category  申込種別 | □ New application　新規  □ Renewal (have MG card)　更新（MGカード有）  □ Renewal (do not have MG card → never issued, returned, lost)  更新（MGカード無→未発行・返却・紛失） □ Lost during period of validity （有効期限内紛失） |
| Name 名前 |  |
| Kana氏名ヨミ  \*not compulsory | (Please write the Japanese syllabary if possible.)  （読みかなを記入してくだい。必須ではありません。) |
| Address 住所  図書館処理欄①  □身分証・現住所を確認し、該当身分にチェック→該当の太枠に記入をお願いする  (Address in Japan)  (日本での滞在先) | Post code |
| Tel | (You may give your mobile phone number)  （携帯電話番号でも可) |
| e-mail | (You may give either your university e-mail or your private/mobile phone e-mail.)  (大学メールアドレスまたは個人用/モバイル用のアドレスでも可) |
| Preferred place of collection  受取希望窓口 | □ Shirokane Library 白金図書館　　　□ Yokohama Library　横浜図書館 |

**2. Please fill out the details inside the bold frame next to the checked box.**

**チェックの入った太枠にご記入ください。**

|  |  |  |  |
| --- | --- | --- | --- |
| □1.Part-time instructor / research user  大学非常勤講師・  研究利用者 | **→** | Faculty, etc.　\*Please encircle the appropriate faculty.  Letters, Economics, Sociology, Law, International Studies, Psychology, Liberal Arts, Graduate School (All but Law), Graduate Law School, Other ( )  MAIN ID/Academic Affairs/WebServices ID (　　　　　　　　　　　) | |
| □2. Emeritus professor  名誉教授 | **→** | Faculty/department at time of retirement ( ) | |
| □3.Yamanote Line Private University Library Consortium  山手線コンソーシアム | **→** | Affiliated university/student No.  (　　　　　　　　　　　　　　　　　) | \* Expiry date of ID/Student card  20\_\_/\_\_/\_\_ |
| □4. Student of Challenge Community College  チャレンジコミュニティ修了生 | **→** | Student No.  (　　　　　　　　　　　　　　　　　) | |
| □5. Graduate or Master’s degree holder  図書館処理欄①  □身分証・現住所を確認し、該当身分にチェック→該当の太枠に記入をお願いする  \* Including students of Graduate Law School  卒業生・修了生  \*法科聴講生含む | **→** | Alumni Association member no./Former student no./ Graduate Law School student no.　 ( 　　　　 ) | |
| □6. Academic society collaboration  学協会連携 | **→** | Historical Society of English Studies in Japan /  Japanese Association of Psychiatric Social Workers | |
| □7. One who completed Challenge Community College  チャレンジコミュニティ修了生 | **→** | \* Date completed: 20\_\_/\_\_/\_\_ | |
| □8.Registered researcher  研究登録者 | **→** | Period of service\*在職期間 20\_\_/\_\_/\_\_ to 20\_\_/\_\_/\_\_  (Longest: End of academic year 最長年度末)  \* Not required if full-time teacher at Junior/Senior High School  Name of department所属部署名　　　　　　　　　　 Name of Supervisor 責任者名　　　　　　　　　　　　(stamp\*印)  \* Stamp of supervisor not required if in possession of the following:  □ Teaching Staff ID (full-time teacher at Junior/Senior High School)　　 □ ID from school’s Personnel Department (part-time teacher at Junior/Senior High School) | |
| □9. Registered in school　学内登録者  □Temporary staff/Contractor/Casual  Employee　派遣・委託・アルバイト  □ Junior/senior high school, full-time teacher 中高専任 □Junior/senior high school, part-time teacher中高非常勤 | **→** |
| □10. Former employee  元勤務員 | **→** | Faculty/department at time of retirement ( )  Date of employment 20\_\_/\_\_ Date of retirement 20\_\_/\_\_ | |
| □11.Full-time employee  専任勤務員 | **→** | □ Corporate Director　□ Corporate Auditor　□ Councilor □ Visiting Professor | |

**The personal information provided in this form will only be used for the purposes required for library use.**

**Information will be handled according to the Meiji Gakuin Personal Information Protection Guidelines.**

**本申請書に含まれる個人情報は、本学図書館の利用上に必要な目的以外には使用しません。**

**取扱は「学校法人明治学院個人情報保護方針」に基づきます。**