

# 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	<input type="checkbox"/> New application 新規 <input type="checkbox"/> Renewal (have MG card) 更新 (MG カード有) <input type="checkbox"/> Renewal (do not have MG card → never issued, returned, lost) 更新 (MG カード無→未発行・返却・紛失) <input type="checkbox"/> 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さい。必須ではありません。)
Address 住所 (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	<input type="checkbox"/> Shirokane Library 白金図書館 <input type="checkbox"/> Yokohama Library 横浜図書館

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

**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。

<input type="checkbox"/> 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 ( )
<input type="checkbox"/> 2. Emeritus professor 名誉教授	→	MAIN ID/Academic Affairs/WebServices ID ( ) Faculty/department at time of retirement ( )
<input type="checkbox"/> 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__/__/__
<input type="checkbox"/> 4. Student of Challenge Community College チャレンジコミュニティ修了生	→	Student No. ( )

図書館処理欄① <input type="checkbox"/> 身分証・現住所を確認し、該当身分にチェック↓該当の大枠に記入をお願いします	<input type="checkbox"/> 5. Graduate or Master's degree holder * 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. ( )
	<input type="checkbox"/> 6. Academic society collaboration 学協会連携	→	Historical Society of English Studies in Japan / Japanese Association of Psychiatric Social Workers
	<input type="checkbox"/> 7. One who completed Challenge Community College チャレンジコミュニティ 修了生	→	* Date completed: 20__/__/__
	<input type="checkbox"/> 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
	<input type="checkbox"/> 9. Registered in school 学内登録者 <input type="checkbox"/> Temporary staff/Contractor/Casual Employee 派遣・委託・アルバイト <input type="checkbox"/> Junior/senior high school, full-time teacher 中高専任 <input type="checkbox"/> Junior/senior high school, part-time teacher 中高非常勤	→	<u>Name of department 所属部署名</u> <u>Name of Supervisor 責任者名</u> (stamp*印)  * Stamp of supervisor not required if in possession of the following: <input type="checkbox"/> Teaching Staff ID (full-time teacher at Junior/Senior High School) <input type="checkbox"/> ID from school's Personnel Department (part-time teacher at Junior/Senior High School)
	<input type="checkbox"/> 10. Former employee 元勤務員	→	Faculty/department at time of retirement ( ) Date of employment 20__/__/__ Date of retirement 20__/__/__
<input type="checkbox"/> 11. Full-time employee 専任勤務員	→	<input type="checkbox"/> Corporate Director <input type="checkbox"/> Corporate Auditor <input type="checkbox"/> Councilor <input type="checkbox"/> 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、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。