**Rikkyo University Library User Card Issuance Application**

**For the Director of Rikkyo University Library**

**I would like to use Rikkyo University Library and would like to request a library user card.**

**I pledge to abide by the rules and regulations regarding the use of libraries.**

**/ /**

**(Month) (Day) (Year)**

**Name**　**Job Title**

**Address in Japan　　〒**

**Tell （home）　　　　　　　　　　　　　　　　　　　（cell phone）**

**E-mail**

**１　　Please circle the appropriate one.**

**1. Researcher 2. Former full-time faculty member 3. Part-time contract staff**

**4.** **Part-time lecturer of Rikkyo schools 5.Others［　　　　　 　　　　　　　　］**

**２　　If other than [2. Former full-time faculty member], please fill in affiliated department and extension number.**

**Extension number**

**３　　For [1. Researcher], please provide certificate issued by the Human Resources Department or “Application for use of the library for researchers”.**

**４　　For [3. Part-time contract staff /4. Part-time lecturer of Rikkyo schools], please provide Employee ID card or employment certificate.**

**※Only the applicant can use the library user card.**

以下　係員記入欄

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| --- | --- |
| 利用証NO. | **Ｌ** |
| 発行日 | 年　　　　月　　　　日（　新規　・　継続　） |
| 備考 | 立教大学人事課発行の勤務員証番号・派遣元の会社名・勤務員番号　など |

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| 処理項目 | | | | | |  | チェック | |
| 受付 | 住所確認 | E-Cats  登録 | ゲート  有効期限 | 年度印 | カード渡し | ゲート | E-Cats |
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