

National Tsing Hua University Library Card Application Form

(Temporary Leaving Student)

Date Applied : _____ Newly Applied ~ Renewal Application Reissue

Applicant Name : _____

Patron ID : _____ Masters Student PhD Student

Contact Number : _____ E-mail : _____

I have read the "NTHU Library Personal Information Collection Statement" (<https://www.lib.nthu.edu.tw/en/use/privacy.html>)

Instructing Professor / Department Manager Stamp: _____

Notice :

1. This application form is for temporary leaving research students.
2. Please hand in a head shot taken with a year, 500NT for the application fee, and \$3000 for the deposit. Please also show your student ID card.
3. **Library Card Period: During suspension period and valid for one semester at most. The expiration date for Semester 1 is 2/20, Semester 2 is 9/20.**

圖書館處理註記：

| 建檔註記 | 繳費紀錄(櫃台) | 負責人查核 | 存檔照片 | 借書證領取簽章 |
|------------------------------------|--|---|------|---------|
| 證號： 身份代碼： 單位代碼： 承辦人：_____ | <input type="checkbox"/> 確認休學狀態 <input type="checkbox"/> 碩士班 <input type="checkbox"/> 博士班 <input type="checkbox"/> 照片一張 <input type="checkbox"/> 保證金 3000 元 <input type="checkbox"/> 辦證費用 500 元 經手人：_____ | <input type="checkbox"/> 保證金證明單 <input type="checkbox"/> 年費收據 負責人：_____ | | 年 月 日 |

✂-----下聯請交與讀者-----

NTHU Library Card (Temporary Leaving Students) Usage Notice

1. This card is for personal use only. Do not lend it to another person. Any violation will result in punishment according library regulations.
2. All borrowed material and fines must be returned and paid before the card is expired. The patron must keep the deposit certificate, a copy of the cardholder data, and process the return of deposit procedure within a month of expiration. If the cardholder fails to return the borrowed materials or pay overdue fees, the library will be allowed to confiscate the deposit 6 months after the card has expired. The cardholder will be unable to apply for a library card within 2 years.
3. If the card is lost, please report to the library. The cardholder will be responsible for all damage and loss caused by the loss of his/her library card. A reissue of the card costs 200 NTD.
4. A newly applied card requires the patron to sign the "Statement of Patron Privileges" before borrowing any library material. Up to 10 books may be borrowed with this ID card unless the book is not reserved by anyone else (in which case, 30 days). Books may be reserved and renewed with this card. Up to 5 audio-visual materials may be borrowed, with a 7 day borrowing period.
5. All notices will be sent mainly via email. If the patron wishes to change the phone number or email, please do so from the library website.
6. Please refer to the "NTHU Temporary Leaving Research Students Library Usage Guidelines", the "NTHU Library Reading Services", and the "NTHU Library Material Borrowing Regulations" for reading and borrowing material regulations. Please access <https://www.lib.nthu.edu.tw> for more information on library services and regulations.
7. Contact the library Circulation Desk) : 03-5742996、03-542997。E-mail: cir@my.nthu.edu.tw。