

# National Tsing Hua University Library Card Application Form (Alumni)

Date Applied : \_\_\_\_\_  Newly Applied  Renewal Application

Applicant Name : \_\_\_\_\_

National ID : \_\_\_\_\_ Alumni ID : \_\_\_\_\_

Phone Number : \_\_\_\_\_ E-mail : \_\_\_\_\_

Permanent Alumni Card  Yearly Alumni Card : Expiration Date : \_\_\_\_\_

Application Period :  A Year: NT\$500  Two Years: NT\$1000  Three Years: NT\$1500

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

## Notice :

1. This application form is for alumni library card.
2. Please provide your alumni card, yearly fee NT\$500, and NT\$3000 deposit when applying.

## 圖書館處理註記：

繳費紀錄(櫃台)	負責人查核
<input type="checkbox"/> 查核有效校友證 <input type="checkbox"/> 收取保證金 3000 元 <input type="checkbox"/> 系統已有保證金資料 <input type="checkbox"/> 辦證費 _____ 元 <input type="checkbox"/> 系統改有效日至 ____年 ____月 ____日 <input type="checkbox"/> 有效日貼紙黏貼(校友證背面) 經手人： _____	<input type="checkbox"/> 保證金證明單 <input type="checkbox"/> 費用收據 <input type="checkbox"/> 建檔或有效日查核 負責人： _____

✂-----下聯請交與讀者-----

## NTHU Library Card (Alumni) Usage Notice

1. Alumni must enter the library with the Alumni card and must not lend his/her card to anyone else. Violators will be subject to the library's punishment. Once the library card has expired, the alumni must personally apply for renewal.
2. If the alumni has decided not to renew, the library will return the NT\$3000 deposit. All borrowed materials 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 alumni card is lost, please report to the Alumni Service Center and the library ASAP for reissue and reinstatement (of borrowing rights). The cardholder will be responsible for all damage and loss caused.
4. A newly applied card requires the patron to sign the "Statement of Patron Privileges" before borrowing any library materials. 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 Alumni Library Card Use Guidelines", the "NTHU Library Reading Services", and the "Rules for Circulation Services" for reading and borrowing services. 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](mailto:cir@my.nthu.edu.tw)。