

# National Tsing Hua University Library Card Application Form

( ( Short-Term Study Program & Credit Course (Refresher Course) Students ) )

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

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

National ID : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Contact Number : \_\_\_\_\_ E-mail : \_\_\_\_\_

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

Program / Course Name : \_\_\_\_\_

Program / Course Period : \_\_\_\_\_ (equal to the library card valid period, each application is for a year at most)

Program / Course Manager Stamp :

## Notice :

1. This application form is for the use of Short-Term Study Program & Credit Course (Refresher Course) Students to apply for a library card.
2. Please hand in a head shot taken with the year (1 inch size), 500NT Card fee, 3000NT deposit, and present a national ID when applying.

## 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"/> 查核身分證正本 <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 (Short-Term Study Program & Credit Course (Refresher Course) Students) Usage Notice

1. The library card is only for the use of the cardholder. The cardholder must not lend his/her card to anyone else. Violators will be subject to the library's punishment.
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 library card is lost, please report to the library immediately. The cardholder will be responsible for all damage and loss caused by the loss of his/her library card. A reissue of the card will cost 200NT.
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 Guideline", the "NTHU Library Reading Services", and the "NTHU Library Material Borrowing Regulations" for reading and borrowing material regulations. Please access <http://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)