

NTHU Library Card Application Form (Short Term Researcher)

Date : _____ (YYYY/MM/DD) R.O.C. ID No. : _____

Name : _____ Department : _____ Position : _____

Research period : _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD) (One-Year Maximum per application)

Phone No. : _____ E-mail : _____

I have read and agreed to the “National Tsing Hua University Library Personal Information Collection Statement”(<https://www.lib.nthu.edu.tw/en/use/privacy.html>)

Guarantor (Head of Unit/Department) :

Name : _____ Faculty/Staff ID No. : _____ Phone No. : _____

I agree to compensate and pay any violation fees for the applicant, if he/she has any unreturned items or unpaid fees after leaving the campus.

Guarantor’s signature and stamp : _____

Notes :

1. This form is for short term researchers who do not have service card or ID card issued by the personnel office.
2. Please attach an **1-inch photo that was taken within the nearest 1 year and \$500 NTD** for this application.
3. The library card is for the applicant’s own usage only. If violated by borrowing to others, the card will be confiscated and forbidden to reapply.
4. All items and violation fees must be returned and paid before the card expiration date. Head to the information desk as soon as possible if card is lost. Patron is responsible for all damages occurred during the time between card lost and reporting of it. Every reapplication costs \$200 NTD.
5. New application must have “Statement of Patron’s Privileges” signed before borrowing. Every card can borrow up to 10 items, for 30 days if there is no requests on the items ; Renewal is allowed once and reservation is not available ; Visual-audio materials are for library use only.
6. Any changes on the phone number, email address and other personal information should be updated online on the NTHU library website’s My Account.
7. Reading and borrowing regulations, please see [Reading Services](#) and [Borrowing and Returning](#).
8. For more information, please go to the NTHU library website <https://www.lib.nthu.edu.tw/en/>, or call the circulation desk at 03-5742996, 03-542997, or email cir@my.nthu.edu.tw

圖書館處理註記：

建檔註記	收費紀錄	存檔照片	借書證領取簽章
證號： 身份代碼： 單位代碼： 承辦人：_____ 年 月 日	<input type="checkbox"/> 辦證費用 500 元 經手人：_____ 年 月 日		_____ 年 月 日