Tamkang University Chueh Sheng Memorial Library

Study Carrel **Short Term** Reservation Application

Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | Study Carrel Reservation | 🞏 New Applicant  🞏 Renewal |
| Department |  | Year/Class |  | Student/  Faculty ID |  |
| Mailing Address |  | | | | |
| Ｅ-Mail |  | | | Telephone Number |  |
| Date/ Hour Needed |  | | | | |
| Thesis Topic |  | | | | |
| Signature of Advisor | (signature not required by a full-time faculty) | | | Signature of the Dean of Faculty |  |
| Signature of Applicant | □ I have read the **Release of Personal Information Agreement** and agree to how my information will be used.  □ I understand and will follow the rules of using a study carrel.  For information about using a study carrel, please refer to the following website: :http://www.lib.tku.edu..tw→關於本館→規則與辦法 | | | | |

表單編號：ALFX-Q03-001-FM38-02

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Tamkang University Chueh Sheng Memorial Library

Study Carrel **Short Term** Reservation Approval Slip

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Department/  Year.Class |  |
| Approved Time of Using  Study Carrel | From (Y/M/D) To (Y/M/D) | | |
| Study Carrel Number | ( For Librarian Use Only ) | | |
| Notes |  | | |

Notice:

1. Valuable items should not be left unattended at any time. Chueh Sheng Memorial Library cannot be responsible for personal items which may be left at the carrel.

2.Please return the key on next library open day before 12:00 PM at the end of carrel holder’s requested session. The library reserves the right to remove any item left after holder returns the study carrel.

3. There will be a charge for the lost Keys or keys not return on time.

4. Please send your application form to the information desk located on the second floor of main campus library.5.Service Telephone Number: (02)2621-5656 Ext:2281、2346.