**Tamkang University Chueh Sheng Memorial Library**

**Application Form of Loan Service Upgrade**

*\*This form is for those who are preparing their Thesis/Dissertation.*

Date: \_\_\_\_\_\_\_\_\_\_ (y/m/d)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | Department | |  | |
| Student  ID |  | Year of Study | | year of Master  　 year of Ph. D | | | Telephone  Number |  |
| E-mail | All the information about this service will be e-mailed to your TKU e-mail box | | | | | | | |
| Title of  Thesis / Dissertation |  | | | | | | | |
| Signature of  Applicant |  | | Signature of  Advisor or Dean of Department | | |  | | |
| Signature of  Librarian |  | | Final Result | | | From \_\_\_\_\_\_\_\_ (y/m/d) Level of loan service is advanced to  🞏 PhDs  🞏 Full-time teachers | | |
| □ I have read the **Release of Personal Information Agreement** and agree to how my information will be used. | | | | | | | | |

表單編號：ALFX-Q03-001-FM43-04

Tamkang University Chueh Sheng Memorial Library

Application Form of Loan Service Upgrade ( Receipt)

　　　　　　　　 (student name)’s level of loan service has been upgraded to

🞏 PhDs　🞏 Full-time teachers since \_\_\_\_\_\_\_\_\_ (y/m/d)

expired date: the end of this semester Signature of staff

★ All the information about this service will be e-mailed to your TKU e-mail box★

1. Please fill out this form with the signatures of advisor or dean of department and send to staff at the circulation desk at main library or Taipei branch.
2. Loan service upgrade will expire at the end of this semester. A new Request form is needed for the next school year.
3. Guidelines of advance：

(1) Masters follow the example of PhDs：50 items on loan with the loan period of 30 days; the items can be renewed twice.

(2) PhDs follow the example of full-time teachers：60 items on loan with the loan period of 60 days; the items can be renewed triple.