**Library Card Application Form for**

**Tamkang University Project Assistant**

Serial Number：＿＿＿＿＿

Card Number：＿＿＿＿＿

（by librarian）

Project Title：

Department：

Project Duration： From＿＿＿＿＿＿(y/m/d) to＿＿＿＿＿＿(y/m/d)

Project Leader

　　　　　　　Name（Signature）：

　　　　　　　Telephone Number：

Project Assistant

　　　　　　　　　Name：

　　　　　　　　　Mailing Address：

　　　　　　　　　Telephone Number：

　　　　　　　　　E-mail:

Date: (y/m/d)

* I have read the **Release of Personal Information Agreement** and agree to how my information will be used.

Signed by applicant：＿＿＿＿＿＿＿　　　　　　　　　　　＿＿（y）＿＿（m）＿＿（d）

～～～～～～～～～～～～～～～～～～～～～～～～～～～～～～～～～～～～

Note：

1. To apply for a library card, please bring the form above with loan-declaration form for research project and one 1 inch photo to the second floor of main library circulation desk. Main library：(02)2621-5656 Ext:2281、2346.（Photos are not required if you have a temporary employment ID）
2. Borrowers may have 30 items on loan with the loan period of 30 days. The items can be renewed twice if there is no reservation.(For Books)
3. Borrowers may have 2 items on loan with the loan period of 7 days. The items can not be renewed.(For Non-Books)
4. Library card will automatically expire upon the expiration of project. Another application form is needed for extended project or a new project.
5. Please refer to《[Tamkang University Library Loan Policy](http://www.lib.tku.edu.tw/uploads/archive_file_multiple/file/55f6351f4eae355740001d1b/淡江大學覺生紀念圖書館館藏資料借用辦法.pdf)》.