**TKU Library Card Application Form**

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| --- | --- | --- | --- | --- |
| Patron Types  (choose one) | □ Alumni | □ Prospective Undergraduate | | □ Prospective Graduate |
| □ Project Research Assistant | □ Retired Faculty/Staff | | □ Visiting Scholar |
| □ Others \_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
| Name |  | Staff / Student ID |  | |
| Department |  | Phone No. |  | |
| E-Mail |  | | | |
| Correspondence Address |  | | | |
| Card Types | □ Borrower’s Card (Can access the TKU Library collection with borrowing privileges.)  □ Reader’s Card (For Alumni on-site access to most e-resources is permitted, without borrowing privileges; otherwise, NT$200 processing fee will be charged and the applicant must submit following documents for verification as applying Alumni Borrower’s Card.) | | | |

**Borrowing privileges and Applying notice**

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| --- | --- | --- | --- | --- | --- | --- |
| Patron Types | Book | | Non-Book | | Application documents | Fee |
| Quotas | Periods | Quotas | Periods |
| Alumni | 5 | 30 days | 2 | 3 days | One 1-inch recent photo, Personal identification, A proof of graduation | NT$200 &  Deposit NT$2,000 |
| Prospective Undergraduate | 5 | 30 days | 2 | 3 days | One 1-inch recent photo, Letter of Admission | Free of charge |
| Prospective Graduate | 5 | 30 days | 2 | 3 days | One 1-inch recent photo, Letter of Admission | Free of charge |
| Project Research Assistant\* | 30 | 30 days | 2 | 7 days | One 1-inch recent photo, Letter of Appointment, Declaration Form of Borrowing | Free of charge |
| Retired Faculty/Staff | 30 | 30 days | 4 | 7 days | One 1-inch recent photo, Certificate of Retirement | Free of charge |
| Visiting Scholar | 30 | 30 days | 2 | 7 days | One 1-inch recent photo, Official letter, Declaration Form of Borrowing | Free of charge |
| \*You have only to fill out the Declaration Form of Borrowing extend the valid period before the expiration. | | | | | | |

□ I have read the **Release of Personal Information Agreement** and agree to how my information. will be used; otherwise, agree to abide be the TKU Library’s regulations and to take full responsibility for any damage or loss of library materials.

Signature：＿＿＿＿＿＿＿＿＿＿　 Date (dd/mm/yyyy)：

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| For Library Staff Use Only  Lib Card No.：＿＿＿＿＿＿＿　Date of Issue (dd/mm/yyyy)：　　　　　Expire Date (dd/mm/yyyy)：  Fee：□ Free of charge □ Paid $＿＿＿＿＿＿　　　　　　　　　　　　 　Staff：＿＿＿＿＿＿ |