

NCCU Library Card Request Form (Guarantee)

©Visiting scholars and visiting students may choose either Guarantee or Deposit to apply for a card.

Borrower Type (Choose one)	1.Visiting Professor	2.Exchange Teacher
	3.Visiting Lecturer	4.Exchange or Visiting Student
Name	(Last) (First) (Chinese, if applicable)	
Passport No.		
Department	<input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> others	
Sex	<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (yyyy/mm/dd)
Phone	(Mobile)	(H) (O)
Address		
E-mail		

Regulations and Statements:

1. Borrowing privileges and Eligibility requirements

Borrower type	Items	Loan Periods (weeks)	Documentation Required
1. Visiting Professor	80	12	➤ Formal letter of appointment or agreement of employment ➤ Passport ➤ A passport-size photo
2. Exchange Teacher	50	8	
3. Visiting Lecturer	20	4	
4. Exchange or Visiting Student	50 (G) /30 (U)	8 (G) /4(U)	➤ The NCCU student ID ➤ Passport ➤ A passport-size photo

- All applicants must register for the library card or cancel the library card account in person at the Circulation Desk of the Main Library during the service hours, 8:00 AM to 5:00 PM, Monday through Friday.
- The Library Card is non-transferrable and restricted to be used only by the card holder. The borrowing privileges are valid for the length of appointment or employment and an expiration date would be indicated clearly on the Library Card. The patron must present the card when inquiring about. For the privileges of accessing e-resources, please check with the librarians or refer to those related regulations.
- Fine for overdue loan items would be NT\$5 per item per day. The Library will send out an e-mail reminder to the patron who has items about their due date. However, the Library does not guarantee a successful e-mail delivery and has the right to deny any liabilities related to not receiving such reminders. The fine would still be charged by the system's calculation. Failure to pay overdue fines and/or replacement fees may result in the blocking of library privileges.**
- When losing a Library Card, the processing fee for applying for a new replacement one would be NT\$100.
- The card holder should return all loan items and pay off the fine by expiration date, or the affiliated Department should bear those responsibilities stated in the following column..
- The above information would be used to create the reader's profile. This request form with its electronic file would be retained for only one year and deleted after the holder leaves the University and the Library completes necessary statistics.

I have read and understood the above regulations and agree to abide by the terms.

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

Guarantee

(This part is to be completed by the Department and the Department supervisor.)

The Department Dean and the Department hereby agree to certify for the applicant _____ to apply a library card. The Department guarantees that the applicant will abide by the NCCU libraries regulations. In case the applicant violates any regulation, the Department shall bear the responsibilities and pay on demand any sum which may become due to be paid by the applicant under the Library regulations.

Signature of the guarantor: _____

Seal of the Department:

OFFICE USE ONLY	Library ID	Expired Date	<input type="checkbox"/> Finished pin
Official :	Date :		