

# Soochow University Library Reading Card Application Form for Donors of Books and Materials

Revised on December 11, 2024

Reading Card Number Issued: \_\_\_\_\_

Application Date: \_\_\_\_\_ (dd/mm/yy)

Name of Donor ( Group Name )	* Name of Applicant	Signature/ Stamp of Donor No signature is needed should the applicant be the donor himself/herself
<b>Password setting</b>	For first-time login, please click " <b>Forgot Password OR First-time Login</b> " to set your password.	
Phone/ Mobile Number of Applicant		
* Applicant's Email Address		
<div style="display: flex; justify-content: space-between;"> <span>Handling Librarian</span> <span>_____ (dd/mm/yy)</span> </div>		

Note 1: For the purpose of reading card application and the management of the entry and exit of personnel, the school requires your personal information, including your identity, characteristics and department for file management, contact, and lost and found purposes, and for information to pass on to competent authorities should the need for investigation arise from any disputes. For the purpose of investigation, statistics and analysis, the library will statisticize and analyze readers' borrowing records as well as use cookies to record and manage network usage (including IP locations, used files, timings, et cetera). You are allowed to exercise your legal right to inquire, browse, supplement and correct, to request for copies, and to request for the termination of the collection, processing and use of data. For requests regarding the deletion of personal data and other rights, please contact [Tel: 02-28819471 ext. 5132, Email: [reader@scu.edu.tw](mailto:reader@scu.edu.tw)]. (Fields without \* are non-mandatory and will not affect your rights and interests)

☐ I have read and understood the above statements.

Signature \_\_\_\_\_ Date : \_\_\_\_\_ (dd/mm/yy)

Note 2: Fields marked with \* are mandatory. Reading card applicants are kindly requested to submit their **reading card application form, school-given proof of donation stating the donated amount, and a one-inch photo**, in person or by post to the Chiang Kai-Shek Memorial Library of the Waishuanghsi Campus, or to the borrowing and returning service counter of the branch situated in the Downtown Campus.

Note 3: Please refer to "Regulations for Enabling the Usage of the Soochow University Library by Donors"

Note 4: The Technical Service Division will have to confirm the selection of books after receiving them. Please refer to Note 1 after receiving a thank you letter.

## Regulations for Enabling the Usage of the Soochow University Library by Donors

Approved by the Library Committee on May 16, 2013

Article 1 Soochow University Library (hereinafter referred to as the library) has formulated these regulations to thank the donor(s) (groups) for sponsoring and earmarking funds for the library.

Article 2 Donors who have donated at least a hundred books and materials that have been selected to be part of the library's collection can bring the thank you letter they would then have received to the library to apply for a reading card. Should the donor be a group, a representative will have to be assigned.

Article 3 Donors or representatives should use the reading card to enter the library to carry out borrowing procedures within the stipulated time.

Article 4 The reading card is valid for one year.

Article 5 Every card can only be used to borrow 5 items at any one time with a loan period of four weeks. Once the loan period is over, the items will have to be renewed. Every item can only be renewed once. However, readers will not be able to renew the items should they be overdue, or should the item be on the reservation list.

Article 6 All matters concerning the use of the library shall be handled in accordance with the relevant regulations of the library.

Article 7 The above regulations have been approved by the library committee and implemented following approval by the principal. The same is true for any amendments made.