# Soochow University Library Card Application Form

*Applicants are kindly requested to read, fill in, print and sign the following points and the Personal Information Collection Statement.

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| ＊Name:_____ | Personnel Code: <br> (Leave blank if not applicable) |
| ＊Department:_____ <br> For retired teachers and staff, please fill in your department prior to retirement | ＊On-campus job title／Identity of applicant:_ _ _ <br><br> ☐Full-time ☐Part-time ☐Retired staff <br> _____ <br> >>Applicant without personnel code <br> ☐Applicant on exchange/ ☐Others <br> _____ <br> >> Create reader files, access control files, database query system account and password (no card making) <br> ☐ Waishuanghsi Campus Lectures <br> ☐ Chinese Language Center(Total of_ applicants in batch, with students' name list attached) <br> >> Create reader files, access control files (card making required) <br> ☐ Elderly students (Total of_ applicants in batch, with students' name list attached) |
| ＊Applying for (Please tick) <br> ☐Reading card <br> ☐Database query system account and password <br> *Those who have an e-campus account and password are not needed to apply for an electronic resource account and password <br> *Students of the Extension Division or University for Seniors, book donors, and donors are not allowed to apply for use of the database. | |

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| ＊**Password setting** <br> *For first-time login, please click "Forgot Password OR First-time Login" to set your password. <br> *Those who have an e-campus account and password are not required to set their own password) | Contact number:_____ |

＊E-mail：_____

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| ＊Period of validity | ☐_____ (dd/mm/yy) to _____ (dd/mm/yy) <br> ☐Depending on period of employment _____ |

＊I agree to act as guarantor for_____. Should the library suffer from any losses due to negligence, I am willing to be jointly liable.

Sincerely,

Soochow University Library

Signature of guarantor: 

Department Stamp

Contact number:

**Things to note when applying for a reading card** ＊*Required fields
1. Status eligibility and rules of borrowing will be based on "Soochow University Library Book Borrowing Rules".
2. The guarantor shall be the responsibility of his/her department; the guarantor of a project research assistant shall be a teacher.
3. Retired school teaching staff must pay a security deposit of NT$3000 to apply for a reading card. The security deposit will be returned without interest when the reading card is returned to the library.
4. Cost of reissuing a lost reading pass: Paper copy NT$30, magnetic card NT$100.

**Things to note when applying for a database query system account and password**
1. This account and password will allow one to access the database query system from inside and outside the campus, and allow academic research scholars and exchange students on short-term visit to carry out database searching.
2. The database usage period is at most 5 years for retired teaching staff.
3. Access rights are limited to the user himself. Please guard the electronic resource account password safely. Do not divulge or share the account password. Violators will be suspended from use. If the violation of relevant regulations is verified to be true, the reader shall bear the relevant legal responsibilities.
4. When making use of content from the Chinese and Western databases, please strictly abide by the relevant provisions of the Copyright Law, and only use it for teaching and research. Large-scale downloading or copying is prohibited.
5. Should there be more than one user (such as the Waishuanghsi and Downtown Lecture Halls and Chinese Language Center students), fill in the name of the group in the field intended for the name of the applicant, and attach the application form for filing.

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| Reading Account No.: | Database Query System Account No.: |
| Personal Borrowing Password: | Database Query System Password: |
| Application date:_____ (dd/mm/yy) | Date of issuance:_____ (dd/mm/yy) |
| File building: <br> ☐ Reader files ☐Access control system ☐Seat allocation system | ☐ Database query system account and password |
| Handling Librarian: | Second Level Supervisor: <br> （Digital Systems Division） |

# Soochow University Library Personal Information Collection Statement

1. For the purpose of reading card and database query system account and password application, 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. (Fields not marked with * are optional, but immediate contact may not be possible should no contact number be provided.)

2. 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).

3. 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].

☐ I have read and understood the above statements.

Signature_____     Date：_____(dd/mm/yy)