

Soochow University Library
Digital Learning Room Application Form

Reason for application/ Course	
Borrowing date (Year/ Month/ Day)	
Time of borrowing/ Period	
Number of persons	
Applicant/ Department	
Signature of borrower	
Contact number	
Email address	
Application date (Year/Month/Day)	

Soochow University Library
Digital Learning Room Application Reply Form

Reason for application/ Course	
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Number of persons	
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Signature of borrower	
Contact number	
Email address	
Application date (Year/Month/Day)	

Please note :

- 1. Borrowers should take care of all equipment and refrain from shifting at will; any damage to the equipment will call for responsibility to be taken by means of compensation.**
- 2. Any personal valuables, equipment and materials brought into the room must be taken care of by their respective owners. The library will not be responsible for any losses or damage.**
- 3. The borrower is responsible for maintaining the cleanliness of the venue. Food and drinks are not allowed.**
- 4. Should there be a need for any cancellation following the approval of application, please contact Su-Ching Chang, ext. 5152, three days prior to the borrowing date.**