Soochow University Library Alumni Reading Card Application Form

Application Date: _____ _____ (dd/mm/yy)

Reading Card number issued:	(to be filled by the library)	Application Type and Payment Amount	☐ Permanent Validity NT$2,000 ☐ Two-Year Validity NT $1,000 Period of Validity: _____(dd/mm/yy)
Department/Level	Name	Phone/Mobile Number	**Password setting**
			For first-time login, please click "**Forgot Password OR First-time Login**" to set your password.
		Email：	
Identity Verification Registration and Curriculum Division		Payment Cashier's Division or Library	
Handling Librarian			_____(dd/mm/yy)

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].

Note 2 Please head to the Registration and Curriculum Division of the Office of Academic Affairs or the Alumni Service and Resource Development Center of the Office of Social Resource for verification and stamping, then proceed to the Cashier's Division or the library to pay the fee.

Note 3 Bring the receipt in person to the Chiang Kai-Shek Memorial Library or to the service counter of the Downtown Campus.

Note 4 For library rules and regulations, please refer to the official website of the library → Various services → Service methods→ Soochow University Library Book Borrowing Rules.

Note 5 The cost of reissuing an alumni reading card is NT$100.

Statement on Alumni Reading Card Applicant Eligibility and User's Rights

	Permanent Card	2-Year Card
Application Rights	Upon filling in the Soochow University Library Alumni Reading Card Application Form and paying NT$2000, or, if the donation amount reaches NT$2000, the official receipt can be used to apply for a Reading Card for the purpose of borrowing. Alumni who have applied to use the campuses' gymnasiums and flywheel classrooms can apply for a permanent reading card at the library service counter in either campus using the receipt displaying proof of payment for access to the abovementioned locations. (There is no need for the application form to be brought to the Registration and Curriculum Division and Cashier's Division for stamping.)	Alumni who are unable to pay the fee due to special reasons should fill in the Soochow University Library Alumni Reading Card Fee Waiver Application Form and pay a security deposit of NT$1,000 to apply for a 2-year card. The security deposit will be refunded without interest when the Reading Card is returned to the library. ＊The validity period is 2 years. ＊The 2-year Reading Card can be applied for only once. You can pay the difference of NT$1,000 to convert it into a permanent Reading Card.
Library User Rights Statement	1.Eligible for entry into both campuses and to borrow books (10 books, 4 weeks). 2.Right to access the seats in the reading rooms of both campuses with the exception of midterm and final exam periods and the week prior to each. 3.Non-print materials are restricted to viewing within the library. 4.Please access the library's web page to check your personal borrowing records frequently to learn about your borrowing status, overdue items and due compensation based on the Soochow University Library Book Borrowing Rules.	

☐ I have read and understood the above statements.

Signature_____   Date：_____ (dd/mm/yy)