

Points for the Management of Barrier-Free Elevator Use in the Chung Cheng Library of Soochow University

Revised and approved by the Safety Committee of the Chung Cheng Library on February 24, 2014

Revised and approved by the Safety Committee of the Chung Cheng Library on July 30, 2015

Revised and approved by the Safety Committee of Chung Cheng Library on January 9, 2017

Revised and approved by the Security Committee of the Taichung Library on January 8, 2018

Revised and approved by the Security Committee of Chung Cheng Library on April 22, 2019

Article 1

The Chung-Cheng Library of Soochow University barrier-free elevator up to the second floor is controlled by magnetic card. Access to the controlled floors is primarily for faculty, staff, and students of the university with physical disabilities, pregnant individuals, and those with mobility impairments.

Article 2

Requirements for Magnetic Card Application

- (1) With the physical and mental handicap handbook (physical handicap) or the certificate, the applicant should fill in the application form and apply for the card to the Patron Services Section of the Library. The card is valid until the student leaves the school or job.
- (2) Staff members who are physically challenged, have limited mobility, or are 65 years of age or older may pay a security deposit of NT\$500. The applicant must fill out an application form and submit it to the Library's Readers' Service Section for issuance. The deposit is valid until the teacher leaves the school or leaves his/her job.
- (3) Pregnant individuals, upon presenting their maternity health handbook and a deposit of NT\$500, may fill out an application form and apply for a magnetic card at the Reader Services Division of the library. Each person is limited to one card. Upon the disappearance of the need, the card must be returned, and the deposit will be refunded.
- (4) In case of illness or injury that causes mobility problems, a doctor's certificate and a security deposit of NT\$500 can be presented to the Library's Reader Services Section. Each person is limited to one card. Upon the disappearance of the need, the card must be returned, and the deposit will be refunded.

Article 3

The elevator card is non-transferable, and if assistance is needed, only one companion is allowed to accompany the user. Other companions must enter and exit through the library's main entrance. Violations will result in the card being revoked, and the user will be ineligible to apply for a new card for one year.

Article 4

The magnetic elevator card should be kept in a safe place. If it is damaged or lost, a new card will be issued at a cost of NT\$100.

Article 5

The magnetic card shall be returned to the Library Patron Services Section when the user leaves the school or the university.

Article 6

This point shall be discussed and approved by the Safety Committee of Chung Cheng Library , and shall come into effect after the approval of the Director of the Library, and the same shall apply to any amendment.

Application for Use of Accessible Elevator

Date of application ____ yy ____ mm ____ dd

Applican		Reason for Application	<input type="checkbox"/> Physical disability <input type="checkbox"/> Illness or injury <input type="checkbox"/> Pregnant woman <input type="checkbox"/> Other (_____)	Attachment Documents	<input type="checkbox"/> Yes
Student ID or Personnel Code					<input type="checkbox"/> No
Term of Use:	From ____/____/____ to ____/____/____				
Applicant's signature			Issued by the Library's Patron Services Section		

Remarks: The Attachment Documents will be returned to the applicant immediately after the on-site checking by the contracted librarian, and no photocopy will be kept in the library.