

Soochow University Library Borrowing Application Form for prospective graduate students and adjunct/part-time teachers

* Please carefully read, fill out, stamp, and sign in the respective fields and at the end of the Personal Information Collection Statement.

Name:	Student Number/ Personnel Code
Department:	<input type="checkbox"/> Prospective graduate student <input type="checkbox"/> Prospective adjunct/part-time teacher
Password setting For first-time login, please click " Forgot Password OR First-time Login " to set your password.	Phone Number:
E-mail :	
This department (person) agrees to act as a guarantor for _____. If the borrower's actions result in loss to the library, we accept joint responsibility for compensating the losses. Sincerely, Soochow University Library	
Signature of Guarantor:	<div style="text-align: center; border: 1px dashed black; width: 200px; height: 80px; margin: 0 auto;"> <div style="background-color: #cccccc; width: 100px; height: 20px; margin: 0 auto; color: red; font-weight: bold; text-align: center; padding: 2px;">[Department stamp]</div> </div> <div style="display: inline-block; width: 150px; vertical-align: top; margin-top: 10px;"> Department Contact Number: _____ </div>
Library's Handler <div style="text-align: right;">(dd/mm/yy)</div>	

Application for authorization to borrow books According to the "Soochow University Library Book Borrowing Rules"

1. Prospective graduate students who have not yet registered and adjunct/part-time teachers who have not yet officially started their position may apply for authorization to borrow books for research purposes.
2. The applicant must bring this completed application form with the stamp of the department, ID card (or other valid documents with photo identification), and personally come to the library to handle the matter.
3. Service hours: Weekdays/Monday to Friday 8:30-16:00; Summer vacation/Monday to Thursday 8:30-15:00.

Procedures for borrowing books with authorization

1. Borrow books at the libraries of the school's two campuses by means of an ID card or other valid documents with photo identification.
2. Restrictions to the number of books borrowed and the loan period: Prospective graduate student (up to 70 books, with a loan period of 6 weeks); Adjunct/part-time teacher (up to 100 books, with a loan period of 8 weeks).
3. The authorization for borrowing books is valid until the applicant obtains a student ID card or a staff ID card.
4. Other matters will be handled according to the relevant regulations of the library.

【Please sign at the end of the Personal Information Collection Statement.】

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.
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)