

# Soochow University Library Reading Card Replacement Application Form

Revised on December 11, 2024

Name	Phone/ Mobile Number		<b>Password setting</b>
		For first-time login, please click <b>"Forgot Password OR First-time Login"</b> to set your password.	
Application Date: _____ dd/mm/yy	Email :		
Reading Card Number	Old reading card identification number:  New reading card identification number:		
Reason for Application	<input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Others		
Type of Reading Pass	Magnetic reading card (Production cost: NT\$100) <input type="checkbox"/> Part-time staff <input type="checkbox"/> Full-time staff <input type="checkbox"/> Retired staff <input type="checkbox"/> Alumni with permanent card <input type="checkbox"/> Alumni with 2-year card		
	Paper reading card (Production cost: NT\$30 and <b>one-inch photo</b> ) <input type="checkbox"/> Academic exchange personnel <input type="checkbox"/> Others: Credit class, School of Lifelong Learning/ Elderly, Donors or book donors, Chinese Language Center teachers		
Payment Cashier's Division or Library		Handling librarian	

Note 1: 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](mailto:reader@scu.edu.tw)].

Note 2: Application can be carried out at the counters of both campuses' libraries.

Note 3: Full-time teaching staff seeking a replacement of the Easy Card should contact the Personnel Office.