

# Soochow University Library Research Room Long-term Borrowing Application Form

Application Date: \_\_\_\_\_ (dd/mm/yy)

\* Required field, applicants are kindly requested to read, fill in and sign the following fields and notes.

Name of Applicant		Student ID	
Department		Identity	<input type="checkbox"/> Master's Student <input type="checkbox"/> PhD Student
Email Address		Type of Borrowing	<input type="checkbox"/> New <input type="checkbox"/> Renewal (Original Room No. _____)
Borrowing Period	_____ Semester <input type="checkbox"/> First semester (8/1~ 1/31) <input type="checkbox"/> Second semester (2/1 ~ 7/31)		
Thesis/Dissertation Topic			
Signature of Advisor			

Note 1: With regards to the long-term research room borrowing 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]. (Fields without \* are non-mandatory and will not affect your rights and interests)

Note 2: I have read Note 1 and the rules of use of the Soochow University Research Rooms in detail.

**\* Please sign here :** \_\_\_\_\_

Note 3: Please bring this application form and your reading card (student card) to the borrowing and returning service counter.

Note 4: Borrowers must make use of at least two-thirds of their borrowing period (a minimum of 120 days). Failure to comply will result in the taking back and reassigning of the borrower's room and the borrower's loss of right to use the research room for one semester.

Note 5: You should empty the room of all personal belongings, return the key and move out before the borrowing period expires. If you do not do so, the library reserves the right to clear the room, and will not be responsible for the safekeeping of your belongings. In addition, you will lose the right to borrow a research room for one semester.

## Research Room Long-term Borrowing Application Form Approval Form

Research Room No.	Signature of Key Recipient
Handling Librarian	Deadline to Return Key

Service Number:(02)2881-9471 Ext.5132