

SCU Library Wheelchair Accessible Elevator Usage Management Key Points

Revised and approved by the Chiang Kai-Shek Memorial Library Security Committee on 24 February 2014

Revised and approved by the Chiang Kai-Shek Memorial Library Security Committee on 30 July 2015

Revised and approved by the Chiang Kai-Shek Memorial Library Security Committee on 9 January 2017

Revised and approved by the Chiang Kai-Shek Memorial Library Security Committee on 8 January 2018

Revised and approved by the Chiang Kai-Shek Memorial Library Security Committee on 22 April 2019

Act 1 The second and first floors and the basement of the Chiang Kai-Shek Memorial Library can only be accessed by means of a magnetic card, and are restricted to the physically handicapped, pregnant women and disabled staff and students.

Act 2 Regulations on magnetic card usage

1. Bring identity of disability and a completed application form to the reader service team to carry out the filling of application form and collection of magnetic cards in person, limited to one per individual, valid until the leaving of school.
2. Faculty, staff and students who are physically challenged, as well as **teachers aged 65 and above** can approach the reader service counter to apply for a magnetic card after submitting a deposit of NT\$500. The deposit will be returned in exchange for the magnetic card upon the leaving of school.
3. Pregnant women should bring along their health handbook along with a deposit of NT\$500 to the reader service team to apply for a magnetic card. Every individual will be limited to the collection of one card. The deposit will be returned in exchange for the magnetic card upon the loss of reason for further use.
4. Should one be physically challenged due to illness or injury, he/she should bring a medical certificate along with a deposit of NT\$500 to apply and collect a magnetic card following the filling out of an application form. Every individual will be limited to the collection of one card. The deposit will be returned in exchange for the magnetic card upon the loss of reason for further use.

Act 3 Magnetic cards cannot be lent to others for use. Should the need arise, only one person can accompany the holder of the magnetic card. Any others present would be required to enter or exit the library through the main entrance. Violators will have their magnetic cards taken back and their right to apply revoked for a year.

Act 4 The elevator card should be kept properly. Should there be a loss or any damage, NT\$100 shall be paid for the reissuance of a new card.

Act 5 When the recipient leaves his/her position or the school, the card will need to be returned to the library's reader service team.

Act 6 The above points have been discussed and approved by the Chiang Kai-Shek Memorial Library's security committee and will be implemented following approval by the head of the library. The same will be carried out following any amendments.

Wheelchair Accessible Elevator User Application Form

		Application Date: (dd/mm/yy)	
User		Reason for use <input type="checkbox"/> Disability <input type="checkbox"/> Illness or injury <input type="checkbox"/> Pregnant <input type="checkbox"/> Others ()	Attachments <input type="checkbox"/> Attached <input type="checkbox"/> None
Student ID or Personnel Code			
Period of Use	From _____ (dd/mm/yy) to _____ (dd/mm/yy)		
Applicant's Signature		Issuance by the Library's Reader Service Team	

Remarks: Handbooks and other evidentiary documents will be returned to the owner immediately following inspection, and no copies will be made by the library.