CCU Library Temporary Card Application(Individual)

Identity		Information (tick the checkbox☑)			
		Basic		Additional	
Faculty/ Staff family member (next page for more details)	☐Adult ☐Minor	☐1.	The current form	☐4.	Deposit: NT$2,000
		☐2.	Cardholder's ID (National ID / Household Registry / Passport), returned after verification.	☐5.	Application information for access controlAccess data for family member1100817R.docx
		☐3.	Staff ID, returned after verification		
Alumni		☐1.	The current form	☐3.	Deposit: NT$2,000
		☐2.	Diploma or alumni ID, returned after verification	☐4.	A 2" ID photo file (resolution: 400*600 pixels, mail to admsjy@ccu.edu.tw)
Graduated student dropping out of school		☐1.	The current form	☐3.	Deposit: NT$2,000
		☐2.	Leave-of-absence application stamped/approved by the Office of Academic Affairs, returned after verification	☐4.	A 2" ID photo file (resolution: 400*600 pixels, mail to admsjy@ccu.edu.tw)
				☐5.	Suspension period: **From** the ☐1st ☐2nd semester of _____ academic year **to** the ☐1st ☐2nd semester of _____ academic year.
Adult resident whose permanent address is in Sanxing, Songshan or Fong-Shu Village		☐1.	The current form	☐3.	Deposit: NT$500
		☐2.	Cardholder's ID (National ID / Household Registry / Passport), returned after verification	☐4.	A 2" ID photo file (resolution: 400*600 pixels, mail to admsjy@ccu.edu.tw)
Appointed medical institution		☐1.	The current form （Restricted to the person in charge or contact person to apply）	☐2.	A 2" ID photo file (resolution: 400*600 pixels, mail to admsjy@ccu.edu.tw)
				☐3.	From _____ (Y/M/D) To _____ (Y/M/D)

Cardholder's Information			
Name		ID/ Passport No.	
E-mail		Cell phone	

PS：Please read the notices before you submit the application.

Notice:

1. Please provide the required materials and applicate in person. The provided materials will be destroyed in accordance with the Computer-Processed Personal Data Protection Law after the case completed.

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3. The card can only be used by the applicant.
   If the card is lost, report the loss to the library. If it is used fraudulently, the applicant shall be responsible for the compensation. The charge for reissuing the library card is NT.150; the charge for reissuing the IC card is NT.250.

4. If your loans become overdue, your borrowing rights may be suspended until you pay off the fines and return overdue books.
   Before you complete the school leaving procedure or before the expiry date of library card, you should return all the borrowed books and pay off all the fines.
   Readers under 12 need to be accompanied by relatives above 18.

5. If you want to check your loan status or reserve the books, the default account will be the ID card or passport number, and the default password will be the last five digits of your ID card or passport number(capital).

6. Related Interests and Rights：

identity rights	Faculty/ Staff Family member		Alumni	Graduated student dropping out of school	Sanxing, Songshan or Fong-Shu Villager	Appointed medical institution
	Adult	Minor				
Books	20	5	20	40	5	20
Electronic Resources	In library use only					
Loan period (Day)	30	30	30	30	14	30
Number of renewal	1	1	1	1	0	1

If you have any questions, please call (05)272-0411 Ext. 15112 or 15113.

7. If the library card is no longer in use and you want to apply for a deposit refund, please prepare
   (1) The receipt of deposit payment.
   (2) The library card.
   (3) The deposit refund application form (can be downloaded from the official website).

8. After the application is approved, the funds will transfer to the applicant's account in record. To use another account, the applicant should provide the account information while handing in the application.

9. The applicant should abide by the library rules and relative regulations on the use of library resources. Any violation will be punished in accordance with the library's penalties