

NCCU Library Card Request Form (Guarantee)

©Visiting scholars and visiting students may choose either Guarantee or Deposit to apply for a card.

Borrower Type (Choose one)	1. Visiting Professor	2. Adjunct faculty
	3. Visiting Scholar	4. Exchange or Visiting Student
Name	(Last) (First) (Chinese, if applicable)	
Passport No.		
Department	<input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> others	
Sex	<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (yyyy/mm/dd)
Phone	(Mobile) (H) (O)	
Address		
E-mail		

Regulations and Statements:

1. Borrowing privileges and Eligibility requirements

Borrower type	Items	Loan Periods (days)	Documentation Required
1. Visiting Professor ²¹	100	90	➤ Formal letter of appointment or agreement of employment ➤ Passport ➤ A passport-size photo
2. Adjunct faculty ²²	30	30	
3. Visiting Scholar ⁴⁰	20	30	
4. Exchange or Visiting Student ⁽⁶⁻⁸⁾	50 (G) /30 (U)	60 (G) /30(U)	➤ The NCCU student ID ➤ Passport ➤ A passport-size photo

- A processing fee of NT\$150 will be charged for applying for the library IC card.
- All applicants must register for the library card or cancel the library card account in person at the Circulation Desk of the Main Library during the service hours, 8:30 AM to 5:00 PM, Monday through Friday.
- The Library Card is non-transferrable and restricted to be used only by the card holder. The borrowing privileges are valid for the length of appointment or employment and an expiration date would be indicated clearly on the Library Card. The patron must present the card when inquiring about. For the privileges of accessing e-resources, please check with the librarians or refer to those related regulations.
- Fine for overdue loan items would be NT\$5 per item per day. The Library will send out an e-mail reminder to the patron who has items about their due date. However, the Library does not guarantee a successful e-mail delivery and has the right to deny any liabilities related to not receiving such reminders. The fine would still be charged by the system's calculation. Failure to pay overdue fines and/or replacement fees may result in the blocking of library privileges.
- When losing a Library Card, the processing fee for applying for a new replacement one would be NT\$150.
- The card holder should return all loan items and pay off the fine by expiration date, or the affiliated Department should bear those responsibilities stated in the following column.

I hereby declare that I have read the **Personal Information Utilization Notification and Agreement of the National Chengchi University Library (Please refer to the Agreement on the back of this form) and the statements above and the specifications included are understood and agreed upon.**

Signature : _____ Date : _____ / _____ / _____ (yyyy/mm/dd)

Guarantee

(This part is to be completed by the Department and the Department supervisor.)

The Department Dean and the Department hereby agree to certify for the applicant _____ to apply a library card. The Department guarantees that the applicant will abide by the NCCU libraries regulations. In case the applicant violates any regulation, the Department shall bear the responsibilities and pay on demand any sum which may become due to be paid by the applicant under the Library regulations.

Signature of the guarantor: _____

Seal of the Department: _____

OFFICE USE ONLY Library ID	Expired Date	<input type="checkbox"/> Finished pin
Official :	Date :	

Personal Information Utilization Notification and Agreement

National Chengchi University Library

National Chengchi University Library (hereinafter referred to as the library) has long been committed to quality and efficient services. While management and utilization of the reader's personal information is one of the most significant parts of the service procedures, the reader is earnestly invited to maintain timely updated data. To access the data, the library will comply with the Personal Information Protection Act (PIPA) of the Republic of China. This agreement will benefit both parties regarding the library operations. Please read the following carefully, tick the box at the bottom, and then sign and date the agreement afterwards.

(I) Situations that the reader's data is collected, used or processed by the library:

- (a) The Library will collect, use or process the reader's data in compliance with the terms of PIPA, other relevant laws and regulations.
- (b) The library is operated in accordance with the Library Act, which sanctions different businesses like resource allocation, promotion service and statistics processing. All of them involve utilization of the reader's personal information such as name, identification number (or ARC/passport numbers), gender type, birth date, contact information (including telephone number, e-mail address, residence address) and work information. Many services will not be available to the reader until an individually signed agreement is filed.
- (c) The library will legitimately utilize the reader's information during the terms of the businesses mentioned above. The region where it is utilized will be restricted to the island of Taiwan.

(II) Personal information maintenance and right exercise by the reader:

- (a) According to PIPA, the reader is entitled to the following requests regarding his/her own personal information:
 - 1. to inquire or review
 - 2. to duplicate
 - 3. to modify or correct
 - 4. to cease collection, processing and utilization by the library
 - 5. to deleteAny readers who would like to exercise any rights listed above may contact the Circulation Section. However, the request may be rejected if it contradicts library necessary operations.
- (b) Any modifications to the agreement will be posted on the Library's webpage. If they involve changes to how the reader's information (including the range of the data, the purpose and region of utilization) will be utilized, further perusal and individual signature from the reader will be processed accordingly.