

National Cheng Kung University Library Card Application Rules

Approved by Library Affairs Committee on Oct. 1, 2004

Revised by Library Affairs Committee on Dec. 9, 2005

Revised by Library Affairs Committee on June 6, 2007

Revised by Library Affairs Committee on March 5, 2009

Revised by Library Affairs Committee on October 26, 2012

Revised by Library Affairs Committee on March 19, 2014

Revised by the 173th Administrative Meeting on September 24, 2014

Revised by the 178th Administrative Meeting on November 18, 2015

- Article 1 These rules are formulated in compliance with National Cheng Kung University Library Policy for Using Library to facilitate the readers to apply for required effective certificates in accessing the resources of National Cheng Kung University Library (hereinafter referred to as the 'Library'.)
- Article 2 Readers may apply for the library card during the opening hours of the Library.
- Article 3 The ID card of a regular employee or student issued by the University is to regard the same as the library card.
- Article 4 Applications for library card by retired staff members:
A retired staff of the School may process the library card application at the Library with a completed application form along with a certificate of retirement and one passport photograph.
An employed honorary or emeritus professor is entitled to the same rights and responsibilities of a fulltime instructor with regard to the utilization of each and all of the Library services.
- Article 5 The application for library card of adjunct instructor or non-regular employee:
Persons who have not been registered in relevant personnel systems of Personnel Office (including regular, contract and temporary employee system) may process the library card application at the Library with the University employment certificate, guaranty of books return issued by employment unit and one passport photo.
- Article 6 The invited expert, scholar, visiting instructor or lecturer may process the library card application at the Library with the certificate and guaranty issued by

affiliated unit along with one passport photograph. Such individuals are entitled to the same rights and responsibilities of a fulltime instructor with regard to the utilization of each and all of the Library services.

Article 7 The application for temporary library card of graduate students:

Prior to official enrollment, an incoming graduate student may apply for a temporary library card (to be returned upon receipt of individual student ID card) in either of the following ways:

1. Submit a completed book borrowing guaranty and a passport photo.
2. Putting down a deposit of NT\$3,000 and a passport photo.

Article 8 The application for temporary library card of graduate students on leave of absence:

While graduate students are taking a leave of absence from school, they may apply for a temporary library card with their student ID card and petition for leave of absence in either of the following ways:

1. Submit a completed book borrowing guaranty and a passport photo.
2. Putting down a deposit of NT\$3,000 and a passport photo.

Article 9 The application for library card of alumnus:

The School's alumni may process the library card application at the Library with their original diplomas, national ID card, one passport photo and pay the following fees:

1. Alumni Annual Library Card: NT\$ 1,000 annual fee
2. Alumni Lifetime Library Card: NT\$ 5,000 for life

No portion of the fee will be refunded. Annual card is valid for one year upon the date of payment. Renewal upon maturity shall pay the annual fee of next year.

Life card should be renewed every five years and no fee will be charged.

Article 10 The application for library card of library member:

A person aged 16 or above is eligible to process application for a library membership card with national ID card, an annual membership fee of NT\$2,000 and a deposit of NT\$3,000, in which A minor shall produce a letter of consent signed by their legal guardian. The valid period of such card is one year and the Library reserves the right to approve or reject any application it receives.

Individuals who terminate their annual membership anytime within the valid period are not eligible to claim any refund from the Library.

- Article 11 Those who have paid a deposit and want to discontinue the use of their library cards should return all borrowed books and clear any fee owing to the library first, and then hold the deposit receipt and relevant documents to process their application for termination of the Library card. Deposit will be refunded upon the above required procedures are completed.
- Article 12 An individual or organization that donates funds to the School will be awarded the Library Honorary Friendship Card in accordance with National Cheng Kung University Guidelines for the Library Fund Raising. This Honorary Friendship Card is to regard the same as the library card.
- Article 13 Applications for the library card of students in non-degree class, extended program, selective curriculum or exchange program:
The relevant department shall act as a guarantor and designate a liaison to contact the Library for such application. An applicant shall process the library card application at Library with a completed application form, a passport photo and individual student ID card (or class attendance certificate). Except for exchange students, all applicants shall pay NT\$100 per month on a monthly basis. For those less than one month shall be calculated as a month.
- Article 14 Applications for the library card of intern student in the University educational program:
The office in charge of the University education program shall process a collective application to the Library with a complete list of applicants.
- Article 15 Application for interlibrary card:
An application for an interlibrary card shall be processed in accordance with a relevant cooperative agreement signed between the University and the library concerned.
- Article 16 Applications for the library card of University employee's family dependents:
The spouse as well as other immediate relative aged 12 or more of a regular

NCKU employee or contracted employee or temporary employee member with five or more years of service is eligible to apply the library card at the Library with individual national ID card, one passport photo and the relevant employee ID card.

Such library cards shall be renewed by the Library every five (5) years and the renewal process shall be conducted at the Library.

Such card shall be returned to the Library upon the termination of the relevant individual's employment.

Article 17 Application for library card reissuance due to card lost or damaged will be charged a fee of NT\$200.

Article 18 These rules will be approved by the Administrative Meeting before they become effective. Any revisions shall be processed accordingly.