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Library Card Application

Who needs a library card

It is required for users who are not students or faculty of Tamknag University to get a library card if they want to borrow items from TKU libraries

How to apply for a library card

- Identification needed: One of personal ID, driving license, student ID, employment card, passport
- Get a temporary library card by personal ID for entering the library
- Forms and documents needed list

| Patron Types | Book | | Non-Book | | Documentation Required | Application fee |
|--------------------------------------|--------|---------|----------|---------|--|--|
| | Quotas | Periods | Quotas | Periods | | |
| Alumni | 5 | 30 days | 2 | 7 days | One 1-inch recent photo, Identification Card, A proof of graduation | Processing fee:NT\$200 Refundable Deposit fee: NT\$2,000 |
| Project Research Assistants | 30 | 60 days | 7 | 14 days | TKU Service Certificate | Free of charge |
| Retired Faculty/Staff | 30 | 60 days | 7 | 14 days | One 1-inch recent photo, Retired ID or Certified Documents Issued by Office of Human Resources | Free of charge |
| Visiting Scholars/Student | 5 | 30 days | 2 | 7 days | One 1-inch recent photo, Formal letter of appointment, Guarantee | Free of charge |
| Practice Teachers in Partner Schools | 5 | 30 days | 2 | 7 days | One 1-inch recent photo, School-issued Teacher ID, Certified Documents Issued by Center for Teacher Education | Processing fee:NT\$200 Refundable Deposit fee: NT\$2,000 |
| Non-matriculated Students | 5 | 30 days | 2 | 7 days | Temporary student ID Issued by TKU | Refundable Deposit fee: NT\$2,000 |
| Volunteer | 5 | 30 days | 2 | 7 days | One 1-inch recent photo, ID Card, Volunteer Certificate | Refundable Deposit fee: NT\$2,000 |

*The library deposit will only be refunded when all fines are paid up and all borrowed materials returned.

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