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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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