

Item Service Beneficiary	Library card	Requirements for library card applications	Annual Fee	Library card validity period	Maximum number of loaned items/Maximum loan periods (Note 2, 3)		
					General books	Visual and audio materials	Other
NDHU Full-time faculty and research fellows	Service ID	1. Handled in accordance with the regulations of the Personnel Office	None	Until resignation	80 books 60days	1. General visual and audio materials: 4 items 10 days non-renewable	1. General books may be renewed within 7 days before expiry of the loan period if no reservations are made.
NDHU Official staff members		2. Service ID issued by the Personnel Office	None		30 books 30days		
NDHU undergraduate students	Student ID	1. Handled in accordance with the regulations of the Academic Affairs Office 2. Student ID/Exchange Student ID/Temporary ID for quasi-graduate students issued by the Academic Affairs Office,	None	Until departure (Graduation, suspension or termination of studies)	30 books 30days	2. Visual and audio materials for children : 4 items 14 days non-renewable	3. Reference books designated by instructors may only be used inside the library. Every user may borrow a total of two items for three hours.
NDHU graduate students			None		60 books 60days		
NDHU doctoral students			None		80 books 60days		
NDHU part-time faculty	1.Filled-out application form	Copy of contract of employment or letter of invitation	None	Until resignation	80 books 60days		4. Every user may borrow one item of equipment for use inside the library for 4 hours.
NDHU contract employees			None	30 books 30days			
NDHU retired faculty and staff members	2.Recent 1-inch photograph	1.Retirement certificate 2.ID card (or passport)	None	During retirement	20 books 30days		5. Interlibrary cards may be borrowed for 21 days (one per user) by NDHU faculty and staff members and students
Family dependents of faculty and staff members (Note1)		ID card/passport/ household registration certificate	None	Same as faculty and staff members	Added up totals of staff members and their family dependents		
Students enrolled in the NDHU continued education program	Units offering classes submit applications on behalf of students		None	Until 7 days before completion of the program	10 books 21days	1. General visual and audio materials: not available for loan	6. Reference books are available for overnight loan (45 minutes before the library closes until 45 minutes after the library opens the following day). Every user may loan a maximum of three items.
Library volunteers	1.Filled-out application form	1.Library service ID 2.ID card (or passport)	None	During service period	10 books 30days		
NDHU alumni	2. Recent 1-inch photograph	1.Copy of diploma 2. ID card (or passport)	300NTD	1year	10 books 21days	2. Visual and audio materials for children : 4 items 14 days non-renewable	7. Children' s books may be borrowed for 14 days and may be renewed twice
External users		1. ID card (or passport) 2. Applicants over 16 years of age	800NTD	1year	10 books 21days		

Note 1: The term relatives refers to spouses, parents, and children

Note 2: Books used for faculty projects: Project supervisors may request loan of books or visual and audio materials purchased in the context of projects of the National Science Council or other external projects during the auditing period. Books may be loaned for three years and renewed for 60 days if nobody makes a reservation.

Note 3: Loan of visual and audio teaching materials: Instructors may loan a total of 30 items for 60 days in line with teaching requirements. These items are non-renewable