

Protocols for Overseas Short-Term Exchange Students Using the Library Resources of Chang Gung University

1. The Library of Chang Gung University (CGU Library) has established the following protocols in order to provide services for overseas short-term exchange students studying at Chang Gung University (CGU).
2. The information provided herein is for overseas short-term exchange students invited by each department of CGU and validated by the Center for International Academic Cooperation of CGU.
3. To apply for a library card, please speak to one of our library staff at the counter on the 1st floor during working hours from Monday to Friday. Applications cannot be lodged on public holidays or library closing days.
 - (1) To apply for a new card, please provide the following documents.
 - A. Your personal ID authenticated by the Center for International Academic Cooperation of CGU.
 - B. Photo : A passport-size photo.
 - C. Application Form
Please complete the CGU Library Overseas Short-term Exchange Student Library Card Registration and Application Form.
 - D. Your library card will be valid during the term of your studies at CGU. The duration of your studies shall be determined by the Center for International Academic Cooperation of CGU.
 - (2) To terminate your library card, please bring your CGU Library Card to our library staff at the counter on the 1st floor during working hours from Monday to Friday. Your privilege to borrow library resources will be immediately withdrawn following the termination of your library card. If you wish to reactivate your card, you will need to submit a new application.
4. Library resources using and borrowing rules
 - (1) Overseas short-term exchange students can borrow the same number of books for the same duration as the local students in CGU.
 - (2) Please refer to the relevant regulations and policies of CGU Library for overdue fines, fees for lost or damaged items, and/or other related matters.
5. Supplementary provision
The protocols are put into effect after agreed by the Library Committee and approved by the President of CGU. The same process goes for any amendments.