**XJLTU Alumni Borrowing Access Application Guide**

XJTLU Library is to serve the academic learning, teaching and research needs of the faculty, staff and students of the University. XJTLU Alumni can use the alumni card to enter the library and read inside the library, but cannot borrow books. However, alumni may also apply for the library borrowing access upon payment of 2000 RMB deposit with validity period of one year.

西交利物浦大学图书馆主要为满足校内教职员及学生的学习，教学，研究为首任。西浦校友可以使用校友卡进入图书馆，在馆内阅读，但不可借书。但如需申请借阅图书权限，需支付2000元人民币作为押金，且有效期为1年。

**Deposit 押金:**

|  |  |
| --- | --- |
| Card Type | Deposit 押金 |
| Borrower’s Card（Using the alumni card）  借阅卡 | 2000 RMB per person/year  每人每年2000元人民币 |

Alumni Borrower’s card

The validity period for the borrowing access will be one year. Any alumni willing to renew his/her qualification of using the Library to borrow books, should submit the existing book overdue fine and/or book lost fee to the XJTLU Finance Office before applying for the renewal. And the deposit of previous year will be automatically kept.

注册时校友使用图书馆的有效期为1年。若校友有意继续使用我校图书馆进行借阅图书，在续约之前需向西交利物浦大学财务办公室交纳本年度因图书超期和图书遗失赔偿产生的违约金。2000元的押金将自动成为下一年押金。

The applicant may get the deposit when he/she quits the borrowing service from the Library, meanwhile the overdue fine and/or book lost fee will be deducted from the deposit accordingly. If the deposit is not enough for the overdue fine and/or book lost fee, applicant should submit cash to the XJTLU Finance office.

当校友结束使用图书馆进行借阅图书时可获得押金，但相应地因之前产生的图书超期和图书遗失赔偿产生的违约金将从押金中扣除。若押金不够交因图书超期和图书遗失赔偿产生的违约金，则校友须补交现金给西交利物浦大学财务办公室。

**Book loan quota and period 借阅数量和期限:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Maximum Issues（copies） 最多可借（本） | Loan Period 借阅期限 | | |
| DVDs/Short Loan | Graded Readers 英语分级读物 | General Items 其他各类图书 |
| XJTLU Alumni Borrower’s card西浦校友借书卡 | 3 | 3 | 7 | 42 |

**NOTE 注意:**

* Course Reserves items, Special Collections, Past Exam Papers, Newspapers, Current Journals and Bound Journals are **NOT** for loan. They can only be accessed within the library.

教学指定参考资料、特殊馆藏、往年试卷、报纸、现刊、往年期刊不可外借，只可在馆内阅读。

* Library reserves the right to call back any book in special circumstances. The recalled books should be returned within 3 days after you receive a recall email from the library.

图书馆保留图书召回的权利，请在接到图书馆通知的三天内归还图书。

* For summer and winter holidays, the opening hours will be posted on the Library homepage.

寒暑假以及节假日开馆时间请留意图书馆官网信息。

**XJLTU Alumni Borrowing Access Application Form**

**西交利物浦大学校友开通借阅图书权限申请单**

**Personal and Contact Details 个人信息：**

1．姓 Last Name

2．名 First Name

3．性别 Gender

4．身份证号 ID Number

5．邮件地址 Email

6．手机号码 Mobile Phone

7．校友卡号 Alumni ID

A copy of XJTLU Alumni card is required 西浦校友请提供西浦校友卡复印件.

**Declaration 个人声明：**

1. I declare that the information provided herein is true and correct and I will abide by the library rules and regulations; 我保证所提供的个人信息都是真实、有效、且正确的，且会遵守图书馆规章制度；
2. I understand that applying for the library borrowing access is upon payment of 2000 RMB deposit with validity period of one year; 我了解申请图书馆借阅图书权限需支付2000元人民币押金，且有效期为一年；
3. I understand that the loan period of the borrowed books and will return on time; 我了解所借图书的借阅期限，并确保按时归还；
4. I understand that book lost fine and book overdue fine will be deducted from the deposit without invoice. 我清楚了解押金在返还时会被扣除因所借图书超期、图书遗失赔偿、图书破损等产生的违约金，并不开具发票。

申请人签名 Signature:

申请日期 Date:

Please send the completed form with a copy of your alumni card (scanned version) to [lib-usd@xjtlu.edu.cn](mailto:lib-usd@xjtlu.edu.cn).

A Library staff will contact you upon receipt of your application form. Request will be considered on an individual basis. The Library reserves the right to reject any request.