Instructions for External Visitors to the National Chung Hsing University Library

1. External visitors must be at least 18 years old and are required to **register and check** in with valid identification (ID card, driver's license, or passport) to access the Library. Third-year senior high school students under the age of 18 must **present their student ID for verification, registration, and access to the Library.**

2. To protect the rights and interests of the University's students and faculty, the number of external visitors allowed in the Library at the same time is limited to 200. The Library will adjust the number of visitors based on actual conditions. During mid-term and final examination periods, access for external visitors will be suspended.

   - **The registered Easy Card or other chip cards are for personal use only** and may not be loaned, exchanged, or duplicated for reuse. **Violators will be subject to a 3-month suspension of library access** in accordance with the Library Rules for Reader Violations.

3. Readers must comply with all library rules and regulations, **ensure valid card swiping when entering and exiting the library**, and jointly maintain the quality of the reading environment.

4. **These Rules are published and implemented after approval by the Executive Meeting. The same shall be applicable to any amendment hereof.**

Procedure for External Visitors to Access the NCHU Library
Online Registration Required for First-Time Visitors
Access Control System：https://space.lib.nchu.edu.tw/pwadoor/

數位出入館系統
Access Control System
中文 | English

※ New register:
For individuals who have not applied before.
ROC: Please input ID number.
Foreigner: Please input ARC or passport number.

※ Login for Qrcode:
Please input Student/Staff ID/Library Card

STUDENT/STAFF ID/LIBRARY CARD NC

Login or register
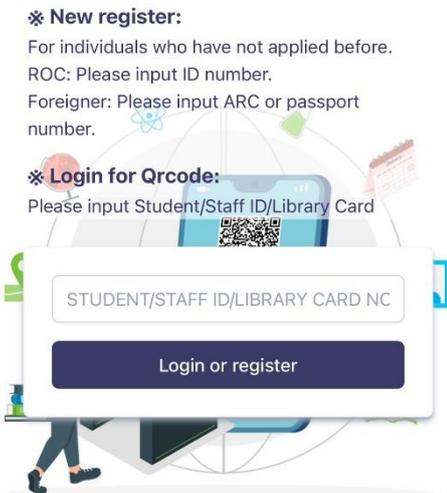
First-Time Registration: Enter Your Passport Number

數位出入館系統
Access Control System
中文 | English

Terms and conditions

合修改之事實，不另作個別通知。如未您
不同意修改之內容，請勿繼續接受本服
務。否則將視為您已同意並接受本同意書
該等增訂或修改內容之拘束。

3. 您自本同意書取得的任何建議或資訊，無
論是書面或口頭形式，除非本同意書條款
有明確規定，均不構成本同意條款以外之
任何保證。

五、準據法與管轄法院

本同意書之解釋與適用，以及本同意書有關之
爭議，均應依照中華民國法律予以處理，並以
臺灣臺中地方法院為管轄法院。

☑ I agree with the terms and conditions

Cancel   Submit
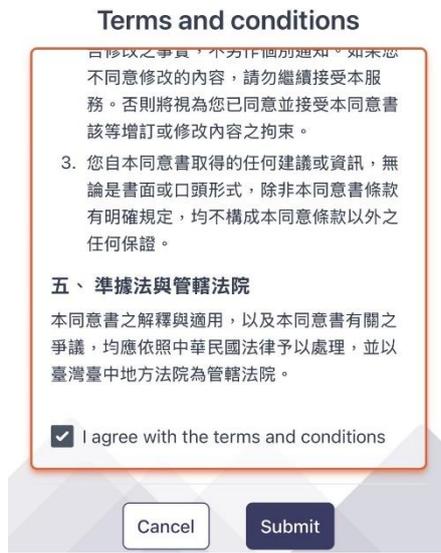
Personal Data Consent Form

數位出入館系統
Access Control System
中文 | English

Information

Step 1 Information → Step 2 Upload → Step 3 Confirmat

Password	Required 👁
Confirmation	Required 👁
Name	Required
Phone	Required
Email	Required

Back   Next
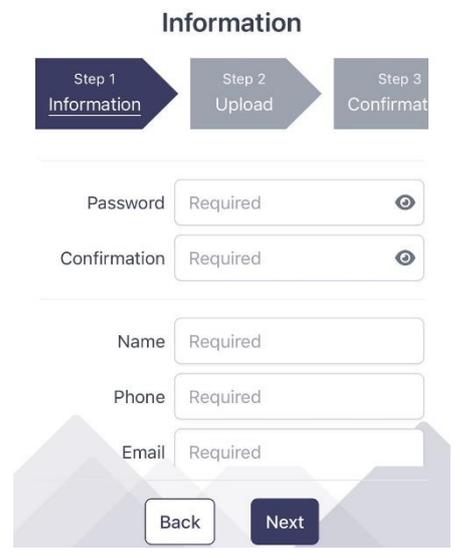
Fill in Personal Information
Applicants under the age of 18 are not eligible to apply!

數位出入館系統
Access Control System
中文 | English

Upload

▶ Step 2 Upload → Step 3 Confirmation

Upload | Please upload or take a photo

Preview：

Back   Next
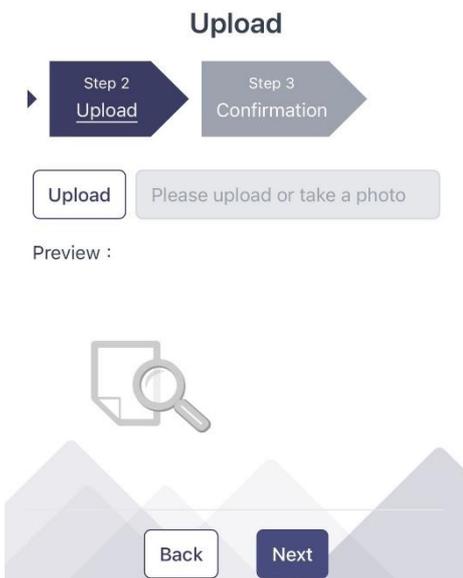
Upload or Take a Clear Front-Facing Photo Taken Within the Last Three Months
(Photos that are unclear will be rejected, and you will need to resubmit your information!)

數位出入館系統
Access Control System
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Confirmation

▶ Step 2 Upload → Step 3 Confirmation

Birthday   2006/12/17

Upload

(For preview only, not actual size)

Back   Submit registration

Confirm Information Again

數位出入館系統
Access Control System
中文 | English

Registration successful

For first-time registration, please bring one EasyCard, your ID card, health insurance card, or driver's license to the counter on the 1st floor of the library for verification

Back to login
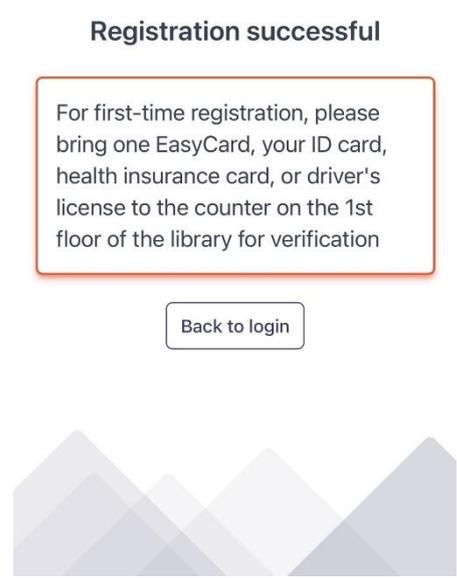
Upon Completing Registration, Bring Your EasyCard and Valid ID (Passport) to the Circulation Desk.

For **Returning Visitors**, Please Bring Your Valid ID and Registered EasyCard to the Circulation Desk **Each Day** to Apply for Access.   **Returning** Visitors Without an EasyCard Will Not Be Able to Apply for the Library Access Service.