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| **Borrowing Application Form for German Library of Tongji-University** | | | | | |
| **Name\*** |  | **Tel\*** |  | | |
| **Campus Card No.\*** |  | **E-mail\*** |  | | |
| Call No.\* | Title\* | | Author\* | ISBN\* | Check |
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| Subjects with “\*” must be filled in. The **Check** column will be filled in by librarian. | | | | | |
| **Amount** | \_\_\_\_\_\_\_ （filled in by librarian） | | | | |
| **Personal Agreement:**  I agree to abide by the rules and regulations of German Library of Tongji University and assume compensation responsibility for any lost or damaged material. I confirm that all the information given in this form is true, complete and accurate. I understand that submitting this application form is a necessary procedure before borrowing privileges can be obtained.  **Signature：** | | | | | |
| **Sign when taking books：**（with ID card and Campus card） | | | | | |
| **Signature： Date：** | | | | | |

Note: The borrowing begins after filling in this form, please send your filled form to [deulib@163.com](mailto:deulib@163.com) for borrowing service. The librarian will check your form and reply you in one day by e-mail or phone to arrange for taking books. The borrower must sign again on the form printed by German Library to keep a record when taking books away. Your booking will be kept for three days starting from the appointed hour. The borrowing will be cancelled if you don’t come on time.