

**Ming Chuan University Library**  
**Authorization of Book Loan Rights**

Application Date:   yy       mm       dd

Original Borrower's Name		Borrower's IDNo.	
Unit		Telephone No.	
Representative's Name		Representative's IDNo.	
Class / Unit		Telephone No.	
Authorization Method	<input type="checkbox"/> Completed by the original borrower		
	<input type="checkbox"/> Completed and signed by the representative		
Total Number of Books Borrowed: _____	Book Name	Call number or Accession number	

Due to official duty, I am not able to borrow/pick up the books personally. I am authorizing to borrow/pick up the books for me. If any violation occurs, I will take full responsibility.

Signature: \_\_\_\_\_

Notices: 1. Please present the original borrower's and representative's ID cards with this form.

2. This Authorization of Book Loans Rights is only for full-time faculty members at MCU.

This Authorization of Book Loans Rights is confirmed via phone on   (mm)   (dd),   (yy)

Responsible person: \_\_\_\_\_