

AIT Library Privilege Card Application Form for Alumni Members

Library Privilege Card Number: _____

Date Issued: _____ **Expiration Date:** _____

Applicant's Name: _____

Gender: _____ **Age:** _____ **Alumni ID No.:** _____

Current Address: _____

Phone: _____ **Email:** _____

Required Documents and Deposit

- ☐ Refundable library deposit of THB 2,000
- ☐ One recent photograph (required only for applicants requesting a Privilege Card for physical access to the Library; not required for online-only members)
- ☐ One copy of a valid identification card or AIT Alumni Card
- ☐ A letter of guarantee from the applicant's employer, to be renewed annually, or a copy of the applicant's house registration showing their current address

Declaration

I hereby apply for AIT Library membership privileges. I agree to comply with all Library rules and regulations, pay all applicable fines and charges for damaged or lost Library materials, and notify the Library immediately of any change to my contact information.

Applicant's Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____

AIT LIBRARY PRIVILEGE MEMBER BENEFIT

Library Facilities and Services:

- **Access Fee:** No library entrance fee
- **Physical Library Access:** from 8:00 a.m. to 10:30 p.m., allowing you ample time to utilize our resources and study in a quiet and conducive environment.
- **Book Loan Limit:** You can borrow up to 3 items for 2 weeks.
- **Maximum Book Renewal:** Books can be renewed up to 4 times, provided they are not reserved by other members.

Online Database Access:

- **Walk-in Access:** Full access to our extensive range of online databases is available within the library premises.
- **Off-campus Access:** Members accessing Library resources from outside the AIT campus may search and view abstracts of available materials. For full-text access, please email the link(s) to the required resource(s) to library@ait.ac.th. Library staff will assist in providing the requested full text.
- To help us verify your membership status, kindly include your Membership ID in the subject line of your email (e.g., Subject: A-192 – Request for Full-Text Articles).

Additional Services:

- **Interlibrary Loan Services:** If you need materials not available in our collection, you can request them through our interlibrary loan service.
- **Research Assistance:** Our library staff is available to help with your research needs, including literature research and citation assistance.

Contact Information:

If you have any questions or need further assistance, please do not hesitate to contact us:

- **Email:** library@ait.ac.th
- **Phone:** 02-5245851
- **Website:** library.ait.ac.th

Thank you for being a part of our library community.
We look forward to supporting your academic journey.