

## **Regulations for Silpakorn University Central Library (SULIB) Library Membership**

### **Applicaitons**

#### **Category: External Members/Non-SU Members (Annual Subscription)**

The Central Library of Silpakorn University, opens applications for annual membership under the category of External Members/Non-SU Members, in order to promote the borderless knowledge sharing. Applications shall commence from 15 September 2025 onwards, subject to the following terms and conditions.

#### **Membership Categories and Privileges**

##### **1. Silpakorn University Alumni (with borrowing privileges)**

- Admission to all campus libraries upon presentation of a valid membership card.
- Borrowing rights of up to five (5) general books or accompanying media from any campus library, for a period of seven (7) days. (Overdue fines shall be imposed at a rate of 5 Baht per day per item.)
- Access to all subscribed electronic databases of the Central Library of Silpakorn University, subject to continued membership in authentication systems such as OpenAthens or equivalent.

##### **2. External Members/Non-SU Members (with borrowing privileges)**

- Admission to all campus libraries upon presentation of a valid membership card.
- Borrowing rights of up to five (5) general books or accompanying media from any campus library, for a period of seven (7) days. (Overdue fines shall be imposed at a rate of 5 Baht per day per item.)
- Access to all subscribed electronic databases of the Central Library of Silpakorn University, subject to continued membership in authentication systems such as OpenAthens or equivalent

##### **3. External Members/Non-SU Members (without borrowing privileges)**

- Admission to all campus libraries upon presentation of a valid membership card.

#### **Application Procedure**

1. Application forms may be obtained at any Silpakorn University Library campus or downloaded from: [https://lib.su.ac.th/ENG\\_Membership\\_Application\\_Form-1-0.pdf](https://lib.su.ac.th/ENG_Membership_Application_Form-1-0.pdf)
2. Complete the application form, prepare all supporting documents, and pay the library annual fee and liability deposit.
3. Submit the application form together with the required documents and fees at any library campus.

4. Upon payment, a receipt for the annual library fee shall be issued, which entitles immediate access to library services (excluding borrowing privileges).
5. Once membership details are duly recorded in the university database, the library shall notify applicants to collect their membership card and receipt of the liability deposit (for members with borrowing rights) at the campus where the application was filed.

### **Required Documents**

#### **A. Alumni of Silpakorn University (with borrowing privileges)**

1. Completed membership application form.
2. Certified copy of Thai National Identification Card.
3. Certified copy of one of the following: Alumni Association membership card, degree certificate, or transcript (for alumni not registered with the Alumni Association).
4. One (1) recent 1-inch photograph.
5. Certified copy of a bank account details page.

#### Transcript requests:

- For alumni graduating from 1996 onwards: documents may be requested via the online system.
- For alumni graduating before 1996: requests must be submitted in person at the Office of Academic Services.
  - Bachelor's: Contact Ms. Orassas, Tel. 093-725-4654, Email: [opall.ut@gmail.com](mailto:opall.ut@gmail.com)
  - Master's/Doctorate: Contact Ms. Sudarat, Tel. 065-571-5342, Email: [gradreg62@gmail.com](mailto:gradreg62@gmail.com)

#### **B. International Alumni (with borrowing privileges)**

1. Completed membership application form.
2. Certified copy of passport.
3. Certified copy of Permanent Resident Certificate, issued under the **Immigration Act B.E. 2522 (1979)** and Ministry of Interior regulations, together with a certified copy of a Thai national's ID card as guarantor.
4. Certified copies of visa and work permit evidencing continuous renewal for not less than three (3) years without interruption.
5. Certified copy of one of the following: Alumni Association membership card, degree certificate, or transcript.
6. One (1) recent 1-inch photograph.
7. Certified copy of a bank account details page.

#### **C. External Members/Non-SU Members (with borrowing privileges)**

1. Completed membership application form.
2. Certified copy of Thai National Identification Card.
3. One (1) recent 1-inch photograph.
4. Certified copy of a bank account details page.

**D. External Members/Non-SU Members (without borrowing privileges)**

1. Completed membership application form.
2. Certified copy of Thai National Identification Card (for Thai nationals) or passport (for foreign nationals).
3. One (1) recent 1-inch photograph.

**Fees**

1. Membership card issuance fee: 100 Baht.
2. Annual library fee and liability deposit shall be in accordance with the official schedule of fees as announced by the university.

The library annual fee and liability deposit	With borrowing rights	Silpakorn University Alumni	The library annual fee 1,500 Baht/year
			Liability deposit 3,000 Baht/year
	External Members (Non-SU Members)		The library annual fee 2,000 Baht/year
			Liability deposit 3,000 Baht/year
Without borrowing rights	Students from other institutions and the general public		The library annual fee 1,000 Baht/year

**Remarks**

1. The Central Library of Silpakorn University reserves the right to approve membership applications of External/Non-SU Members (with borrowing privileges) only for Thai nationals.
2. All categories of members may immediately access library services upon presentation of the receipt of payment.
3. Membership cards shall be issued within 14 days from the date of application. Borrowing privileges, where applicable, shall commence upon receipt of the membership card.
4. Membership validity: one (1) year from the date of card issuance.

5. Membership cards are non-transferable; only the registered member may use the card.
6. In case of card loss, a replacement fee of 100 Baht shall be charged.
7. The Central Library reserves the right to withhold lending of certain items at the discretion of librarians or library officers.
8. Where the liability deposit is insufficient to cover overdue fines or compensation for lost/damaged books, the member must settle the outstanding balance within 15 working days. Failure to do so shall result in termination of membership and possible legal proceedings by the University.
9. Upon termination of membership, refund of the liability deposit (for members with borrowing privileges) shall be made only upon submission of the original receipt and completion of "The Refund Request Form". Refunds shall be made within six (6) months of the expiration date of membership. ("The refund request form" can be obtained at the service counter/touchpoint.)
10. Annual membership under the External/Non-SU Members category is governed by the official announcement of Silpakorn University regarding library fees and liability deposits for students of other institutions, Silpakorn alumni, and the external members (B.E. 2568 / 2025).
11. All members are required to comply with the **Silpakorn University Regulations on Library Use B.E. 2565 (2022)**.