

Application for Alumni Borrower's / Reader's Card

➔ Please read the Library Privacy Policy Statement at the back before filling in the form.

Application Type: **Card Type :** **Additional Service:[Additional Charge]**

- New Card Application Borrower's Card Remote Access to Selected Databases[#]
 Card Renew^Δ Reader's Card

^ΔLibrary card renewal application can be made 30 days before its expiry date the earliest.

Part 1 Personal Information:

For New Card Application ONLY:

Graduated Year : _____

Graduated with : Postgraduate (PhD / MPhil / Master / Postgraduate Diploma) Undergraduate
 Associate Degree Higher Diploma

*Name : _____ (Eng) _____ (中文姓名)

*HKID No. / Passport No. : _____ *Contact No. : _____

*Correspondence Address : _____

*E-mail : _____

I agree to abide by the Lingnan University Library's regulations and to take full responsibility for any damage or loss of library materials.

**Mandatory fields*

Signature : _____ Date : _____

(Library Staff Use Only)

Form collected by : _____ Signature : _____ Date : ____/____/____

Photo CASH (Amount: _____) Cheque (Cheque No.: _____) Copy of BEA Card

Remarks: _____

Part 2 To be completed by the Registry / Registry (LIFE) / Dept. of _____

I certify that the above applicant was enrolled in our University from _____

to _____ and graduated with _____

Registrar / Director (LIFE) / Prog. Director: _____ Date: _____

[Circulation Staff Use Only]

Expiry Date(Old card): _____

Record no. : _____ Date of issue : _____ Expiry date : _____

New Card Barcode : _____ Receipt#: _____

- Photo CASH
 Cheque (Cheque No. : _____)
 Copy of BEA Card

Library Card Fee:

HK\$ _____

Library Stamp:

Staff Name : _____ Date : _____

~~Official receipt will be issued 1 week later.~~

Lingnan University Library Privacy Policy Statement

1. Personal data collected from users will only be used:
 - to verify users' eligibility to use the library services;
 - to assist Library staff to reply to enquiries;
 - to process service / material requests.
2. The provision of personal data is voluntary. However, insufficient personal data may prevent the Library from providing the required service or answering a question.
3. Personal data held by the Library will be kept confidential. It may only be supplied to appropriate parties that provide services to the Library upon the Librarian or the Library Data Protection Liaison Officer's approval.
4. According to the Personal Data (Privacy) Ordinance, a user has the right:
 - to access his / her personal data,
 - to request updating or correction of the data.

For enquiries, please contact the Library Data Protection Liaison Officer by email libsyst@ln.edu.hk or by post to Lingnan University Library, Tuen Mun, N.T. Hong Kong.

• Application Procedure:

1. Enclose one recent photograph with your name on the back.
2. Enclose a photocopy of your student ID card or graduation certificate.
3. Enclose a crossed cheque payable to the "Lingnan University" as the following Charges:

Card Type		Detail of charges			Total Amount
		For Borrowing:		For Databases Services:	
		Deposit [Refundable]	Annual Fee [Non-refundable]	Annual Fee [Non-refundable]	
New Card Application	Borrower's Card	HK\$500	HK\$200/\$160*	--	HK\$700/\$660*
	Borrower's Card (With remote access to selected library databases for Alumni [#])	HK\$500	HK\$200/\$160*	HK\$300	HK\$1000/\$960*
Card Renew	Borrower's Card	--	HK\$200/\$160*	--	HK\$200/\$160*
	Borrower's Card (With remote access to selected library databases for Alumni [#])	--	HK\$200/\$160*	HK\$300	HK\$500/\$460*
Reader's Card		--	--	--	Free of charge
Reader's Card (With remote access to selected library databases for Alumni [#])		--	--	HK\$300	HK\$300

**Cardholders of Lingnan University MasterCard (Exclusive for Graduate) issued by the Bank of East Asia will enjoy 20% discount on Annual Fee, please enclose the photocopy of MasterCard*
[#]The selection of databases for off-campus access is subject to change time to time. Selected databases for remote access are available at: <http://libguides.ln.edu.hk/c.php?g=348730>

4. Card will be available within 7 working days.
5. Please pick up the Card in person when notified either by email or telephone.
6. Cardholders of Lingnan University MasterCard (Exclusive for Graduate) issued by the Bank of East Asia can be admitted to the Library with privileges of Reader's Card holder.
7. Charge for card replacement will be HK\$50.

Please contact us if you have questions or need more information:

Circulation Services
 Lingnan University Library
 8 Castle Peak Road
 Tuen Mun, N.T.

Tel.: 2616 8586 Fax: 2616 5515

Email: cirstaff@LN.edu.hk

URL: <http://www.library.ln.edu.hk>

E-copy of this form is available at:

<http://www.library.ln.edu.hk/sites/default/files/content/services/forms/alumni.docx>

Online registration: http://www.library.ln.edu.hk/services/library-forms/alumni_cards