

Application for EXTERNAL Borrower's / Reader's card

The Lingnan University Library is located in the Patrick Lee Wan Keung Academic Building. In 2016, the Library holds more than 538,000 items in the humanities, social sciences and business subject disciplines. The electronic journals exceed 72,000 titles. The number of e-books is over 1,200,000.

The Library serves mainly the needs of the Lingnan University staff and students in teaching, studying and research. The Library also supports external users who are interested in using the collection for their own research or study. Please identify your educational affiliation (e.g. current programme enrolled) or research area when you apply for an external user's card.

Two types of external user cards are available: i.e. Borrower's Card and Reader's Card. Both have the right to access the Library. All external users can register to use WiFi service inside the Library. Printing and photocopying are paid through the Octopus Card. With Borrower's Card, external users can borrow up to 10 books for 30 days. External card holders, however, do not have the privilege for remote access to the Library's electronic resources, nor to use the individual study or group discussion rooms.

Please complete the application form. If further information is needed, consult the Circulation Services.

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

Application Type:

- New Card Application
 Card Renew^Δ

Card Type :

- Borrower's Card
 Reader's Card

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

****Please note that request will be considered on an individual basis. The library reserves the right to reject any application.**

PERSONAL INFORMATION:

Name : _____ (Eng) _____ (中文姓名)

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

Correspondence Address : _____

E-mail : _____

Educational Affiliation / Research Area: _____

Highest Qualification: _____ Occupation: _____

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

Signature : _____ Date : _____

(Library Staff Use Only)

Approved: _____

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

Photo Cheque (Cheque#: _____)

[Circulation Staff Use Only]

Primary ID : _____ New Card Barcode: _____

Date of issue : _____ Expiry date : _____

Remarks: _____ Receipt# : _____

- Photo
 Cheque (Cheque#: _____)

Library Card Fee:

HK\$ _____

Library Stamp:

Staff Name : _____ Date : _____

P.T.O.

~~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 libsys@ln.edu.hk or by post to Lingnan University Library, Tuen Mun, N.T., Hong Kong.

- **Application Procedure:**

1. Please complete all the fields.
2. Enclose one recent photograph with name printed on the back.
3. Charges:

Borrower's card	Annual fee	HK\$2,000	(Non-refundable)
	Deposit	HK\$500	(Refundable)
Reader's card	Annual fee	HK\$500	(Non-refundable)
	Deposit	None required	
4. Enclose a crossed cheque with appropriate amount payable to the "Lingnan University".
5. Card will be available within 7 working days.
6. Please pick up the Card in person when notified either by email or telephone.
Please bring your HKID or passport with you.
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/external_card.docx