

Request for In-process AV Item (General)

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

Please be reminded that non-teaching-related requests are not considered urgent. They will be treated on a first come first serve basis. The length of time required to process them will vary. You will be notified once the item is available.

Item Information

Title:	
Author:	

Patron Information (Staff/Student)

English Name:	
Chinese Name:	
Barcode:	
Dept.:	
Contact Tel. No.:	
Course Name:	
Course Code:	
Lingnan E-mail:	

Signature: _____ Date: _____

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Library Staff Use Only

Form collected by: _____ Signature: _____ Form collected date: _____
 Processed by: _____ Signature: _____
 Remarks: _____

Lingnan University Library Privacy Policy Statement

1. Personal data collected from staff 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 libs@ln.edu.hk or by post to Lingnan University Library, Tuen Mun, N.T. Hong Kong.