

## 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.

<b>Application Type</b>	<input type="checkbox"/> New	<input type="checkbox"/> Renewal (can be made 30 Days before its expiry date the earliest)
<b>Card Type</b>	<input type="checkbox"/> Borrower's Card	<input type="checkbox"/> Reader's Card

*Note: Request will be considered on an individual basis. The library reserves the right to reject any application.*

#### Personal Information:

<b>English Name</b>	
<b>Chinese Name</b>	
<b>HKID / Passport No.</b>	
<b>Contact No.</b>	
<b>Correspondence Address</b>	
<b>E-mail</b>	
<b>Educational Affiliation / Research Area</b>	
<b>Highest Qualification</b>	
<b>Occupation</b>	

#### [Declaration]

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### [Library Staff Use Only]

**Approved:** \_\_\_\_\_

Form collected by: \_\_\_\_\_ Signature: \_\_\_\_\_ Form collected date: \_\_\_\_\_

Photo  Cheque (Cheque No.: \_\_\_\_\_)

Remarks: \_\_\_\_\_

#### [Circulation Staff Use Only]

Issue Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

New Card Barcode: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Expiry Date (Old card): \_\_\_\_\_ [Old ID : \_\_\_\_\_]

Photo

Library Card Fee Amount: \_\_\_\_\_

Payment with  Cheque ( Cheque No.: \_\_\_\_\_)

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_ Library Stamp: \_\_\_\_\_

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

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](mailto:libsys@ln.edu.hk) or by post to Lingnan University Library, Tuen Mun, N.T., Hong Kong.

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- **Application Procedure:**

1. Enclose one recent photograph with your name on the back.
2. Card will be available within 7 working days (excluding Saturday, Sunday and Public Holidays).
3. Please pick up the Card in person when notified either by email or telephone.  
(Please bring your HKID or passport with you)
4. Charge for Card replacement will be HK\$50.
5. Enclose a crossed cheque payable to the "Lingnan University" as the following Charges:

Charges:

Card Type	Annual Fee [Non-refundable]	Deposit[Refundable]	Total Amount
Reader's Card	HK\$500	-	HK\$500
New Borrower's Card	HK\$2000	HK\$500	HK\$2500
Renewal of Borrower's Card	HK\$2000	-	HK\$2000

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

Address: Circulation Services, Lingnan University Library, 8 Castle Peak Road, Tuen Mun, N.T.  
Tel.: 2616 8586  
Fax: 2616 5515  
Email: [cirstaff@LN.edu.hk](mailto: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](http://www.library.ln.edu.hk/sites/default/files/content/services/forms/external_card.docx)