

## Application for Library Borrower's Card (Long-serving Retired Staff)

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

### Part 1 Personal Information:

<b>Application Type</b>	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
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Note: Eligible applicants:

1. A Lingnan University retiree who has served the University normally for 10 years or more.
2. Definition of Lingnan University Retiree:  
According to the Staff Handbook (Part J, Section 2),
  - i. If the appointment is on general or substantiated continuous terms, the staff member shall normally retire on the 30th June coincident with, or immediately following, his / her 65th birthday, subject to such extension as the University may grant to him.
  - ii. The University Council may, at its discretion, permit a staff member to retire earlier than the normal retirement age, but not earlier than the age of 60.
3. Library card renewal application can be made 30 days before its expiry date the earliest.

<b>English Name</b>	
<b>Chinese Name</b>	
<b>HKID No. / Passport No.</b>	
<b>Contact No.</b>	
<b>E-mail</b>	

**[Declaration]**

*I agree to abide by the Lingnan University Library regulations and to take full responsibility for any damage or loss of library materials and unsettled fines. All information downloaded or printed from Lingnan University Library subscribed databases is used solely for personal research purpose, and not for any commercial use.*

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

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**[Library Staff Use Only]**

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

Photo (with name on the back)     Cheque (Cheque No.: \_\_\_\_\_)

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

**[Circulation Staff Use Only]**

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

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

Department: \_\_\_\_\_ Staff ID: \_\_\_\_\_ Position: \_\_\_\_\_

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

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### Part 2 To be completed by Human Resource Office (HRO)

The above applicant was employed by our University and eligible to apply for the Library Borrower's Card (Long-serving Retired Staff).  YES     NO

Staff of HRO: \_\_\_\_\_ Date: \_\_\_\_\_

# Lingnan University Library Privacy Policy Statement

(Lib\_RS\_C10 Aug 2018)

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. Each card is valid for 2 years and is renewable.
6. Enclose a crossed cheque payable to the "Lingnan University" as the deposit.

Charges:

<b>Annual Fee [Non-refundable]</b>	Free of charge
<b>Deposit[Refundable]</b>	HK\$500

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/retired.docx>