

Application for Staff Spouse / Child Borrower's Card

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

I wish to apply for:

Card Type	<input type="checkbox"/> Staff Spouse	<input type="checkbox"/> Child (must be over 15 years old)
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Personal Information:

English Name	
Chinese Name	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Email	
Contact No.	

Signature: _____ Date: _____

To Be Completed By The Staff

[Declaration]

We 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.

Staff Information

Staff Name	
Staff ID No.	
Dept.	

Signature: _____ Date: _____

[Library Staff Use Only]

Photo (with name on the back) (by Email)

Form collected by: _____ Signature: _____

Form collected date: _____

[Circulation Staff Use Only]

Issue Date: _____ Expiry date: _____

New Card Barcode: _____ Remarks: _____

Lingnan University Library Privacy Policy Statement

- 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.
- The provision of personal data is voluntary. However, insufficient personal data may prevent the Library from providing the required service or answering a question.
- 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.
- 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.