

Application for Library Card

(For Council or Court Members, Visiting Scholar(s) or Staff Only)

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

Our Department/Centre wishes to apply for a

Patron Type	<input type="checkbox"/> Council Member	<input type="checkbox"/> Court Member	<input type="checkbox"/> Visiting Scholar
	<input type="checkbox"/> Staff	<input type="checkbox"/> Others	
Card Type	<input type="checkbox"/> Borrower's Card	<input type="checkbox"/> Reader's Card	

For the following patron from _____ to _____.

Note: Please attach a recent photo to this application. If you have any enquiries, please call the Library at 2616-8586.

Personal Information:

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

Department Information:

Contact Staff : _____ (Contact No./Email: _____)

[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.

Authorized signature of Department/Centre Head: _____ (Name: _____)

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.