



Lee Hak Kan Multimedia and Language Learning Centre

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

To: Library

I authorize (name of student) _____

(UID/HKID No.) _____ to check out the following item(s) (except Reserve Material(s)) for presentation in a tutorial section.

Call No.

Programme title

From:

Signature: _____

Name: _____

Department: _____ Ext.: _____

Date: _____

(Sep 2006)

Lingnan University Library Privacy Policy Statement

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 or by post to Lingnan University Library, Tuen Mun, N.T. Hong Kong.