



EXTERNAL BORROWER'S / READER'S CARD

The Lingnan University Library is centrally located in the Main Building occupying four floors. The Library holds a substantial collection of English and Chinese books, journals and audio-visual materials in humanities, social sciences, business and management. In Summer 2007, the Library collection exceeded 500,000 items. The Library's automated system, which is a part of the campus-wide network, provides access to other library systems and numerous local and overseas information databases. The Library also subscribes to a number of major electronic services that provide access to more than 28,000 full-text journals and newspapers on business, social sciences and other subject areas. Furthermore, the Library world wide web home-page greatly enhances access to a wide range of information resources.

The Library serves mainly the needs of 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 complete the application form. If further information is needed, consult the Circulation Services.

Circulation Services, Lingnan University Library

8 Castle Peak Road, Tuen Mun, N. T.

Tel.: 2616 8586

Fax: 2891 4522

Email: cirstaff@ln.edu.hk

URL: <http://www.library.ln.edu.hk>

Copies of this form are available at

<http://www.library.ln.edu.hk/cir/cardform2.html#external>.

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

apply for

I wish to renew External Borrower's, or Reader's Card

A. PERSONAL INFORMATION

Applicant's Name (Surname first): _____

Name in Chinese: _____

HKID Passport no.: _____ E-mail: _____

Correspondence Address: _____

_____ Contact Phone No.: _____

Highest Qualification: _____ Occupation: _____

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

Signature: _____ Date: _____

B. APPLICATION PROCEDURE:

1. Please complete all the fields.
2. Enclose one recent photograph with name printed on the back.
3. Charges:

Borrower's card	Annual fee	HK\$2,000	(Non-refundable)
	Deposit	HK\$500	(Refundable)
Reader's card	Annual fee	HK\$500	(Non-refundable)
	Deposit	None required	
4. Enclose a crossed cheque with appropriate amount payable to the "Lingnan University".
5. Card will be available within 7 working days.
6. Please pick up the Card in person when notified either by email or telephone. Please bring your HKID or passport with you.
7. Charge for Card replacement will be HK\$50.

C. FOR OFFICIAL USE ONLY **Approved:** _____

Form collected by : _____ Signature : _____ Form collected date : ___ / ___ / ___

Date of issue: _____ Expiration date: _____

Date paid: _____ Card no.: _____

Remarks: _____

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