



Application for Staff Spouse / Child Reader's Card

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

I wish to apply for a Staff Spouse, or Child Reader's Card (must be over 15 years old)

Note: Please attach a photo with name on the back

Applicant's Name (surname first) _____ Name in Chinese _____ Sex M F HKID No. _____
 Passport No. _____

Home Address _____ Tel No. (Home) _____ Tel. No. (Mobile) _____

Correspondence Address (if different from the above) _____ Tel No. (Off.) _____ E-mail _____

Applicant's Signature _____ Date _____

To be completed by the staff

Staff Name _____ Staff ID No. _____ Dept. _____ Contract End Date _____

Signature _____ Date _____

Library Staff Use Only

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

Record no. _____ Date of issue _____ Valid date _____ (Aug 2009)

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 libs@ln.edu.hk or by post to Lingnan University Library, Tuen Mun, N.T. Hong Kong.