



Request for In-process AV Item (For Teaching Purposes)

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

Please be reminded that the requested item should be for teaching purposes. The Cataloguing Dept. will process the item within 3 working days upon the receipt of the request. You will be notified once the item is available.

Item Information

Title : _____
Author : _____

Patron Information (Staff Only)

Name: _____(Eng) _____(Chi) Barcode: _____
Dept.: _____ Extension: _____ Date: _____
Course Name: _____ Course Code: _____
Lingnan E-mail : _____ Signature : _____

Library Staff Use Only

Form collected by: _____ Signature: _____ Form collected date: __/__/__
Processed by : _____ Signature: _____
Remarks : _____

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Lingnan University Library Privacy Policy Statement

1. Personal data collected from staff 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.