



# Application for Alumni Borrower's / Reader's Card

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

**Application Type:** **Card Type:** **Additional Service:[Additional Charge]**

- New Card Application     Borrower's Card     Remote Access to Selected Databases<sup>#</sup>
- Card Renewal<sup>Δ</sup>     Reader's Card

<sup>Δ</sup>Library card renewal application can be made 30 days before its expiry date the earliest.

## Part 1 Personal Information:

For New Card Application ONLY:

Graduated Year : \_\_\_\_\_

- Graduated with :     Postgraduate (PhD / MPhil / Master / Postgraduate Diploma)     Undergraduate
- Associate Degree     Higher Diploma

Name : \_\_\_\_\_ (Eng) \_\_\_\_\_ (中文姓名)

HKID No. / Passport No. : \_\_\_\_\_ Contact No. : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

E-mail : \_\_\_\_\_

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 : \_\_\_\_\_

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### (Library Staff Use Only)

Form collected by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

- Photo     CASH (Amount: \_\_\_\_\_)     Cheque (Cheque No.: \_\_\_\_\_)     Copy of BEA Card

Remarks: \_\_\_\_\_

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## Part 2 To be completed by the Registry / Community College (CC) Registry / LIFE Registry / Dept. of \_\_\_\_\_

I certify that the above applicant was enrolled in our University from \_\_\_\_\_

to \_\_\_\_\_ and graduated with \_\_\_\_\_

Registrar / Assistant Director (CC) / Prog. Director: \_\_\_\_\_ Date: \_\_\_\_\_

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### [Circulation Staff Use Only]

Expiry Date(Old card): \_\_\_\_\_

Record no. : \_\_\_\_\_ Date of issue : \_\_\_\_\_ Expiry date : \_\_\_\_\_

New Card Barcode : \_\_\_\_\_ Receipt#: \_\_\_\_\_



- Photo     CASH
- Cheque (Cheque No. : \_\_\_\_\_)
- Copy of BEA Card

**Library Card Fee:**  
**HK\$** \_\_\_\_\_

Library Stamp:

Staff Name : \_\_\_\_\_ Date : \_\_\_\_\_

~~Official receipt will be issued 1 week later.~~

**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](mailto:libs@ln.edu.hk) or by post to Lingnan University Library, Tuen Mun, N.T. Hong Kong.

• **Application Procedure:**

1. Enclose one recent photograph with your name on the back.
2. Enclose a photocopy of your student ID card or graduation certificate.
3. Enclose a crossed cheque payable to the "Lingnan University" as the following Charges:

| Card Type   |   | Detail of charges    |                             |                             | Total Amount    |
|---|---|----------------------|-----------------------------|-----------------------------|-----------------|
|   |   | For Borrowing:       |                             | For Databases Services:     |                 |
|   |   | Deposit [Refundable] | Annual Fee [Non-refundable] | Annual Fee [Non-refundable] |                 |
| New Card Application  | Borrower's Card   | HK\$500              | HK\$200/\$160*              | --                          | HK\$700/\$660*  |
|   | Borrower's Card (With remote access to selected library databases for Alumni <sup>#</sup> ) | HK\$500              | HK\$200/\$160*              | HK\$300                     | HK\$1000/\$960* |
| Card Renew  | Borrower's Card   | --                   | HK\$200/\$160*              | --                          | HK\$200/\$160*  |
|   | Borrower's Card (With remote access to selected library databases for Alumni <sup>#</sup> ) | --                   | HK\$200/\$160*              | HK\$300                     | HK\$500/\$460*  |
| Reader's Card   |   | --                   | --                          | --                          | Free of charge  |
| Reader's Card (With remote access to selected library databases for Alumni <sup>#</sup> ) |   | --                   | --                          | HK\$300                     | HK\$300         |

*\*Cardholders of Lingnan University MasterCard (Exclusive for Graduate) issued by the Bank of East Asia will enjoy 20% discount on Annual Fee, please enclose the photocopy of MasterCard*  
<sup>#</sup>The selection of databases for off-campus access is subject to change time to time. Selected databases for remote access are available at: <http://libguides.ln.edu.hk/c.php?g=348730>

4. Card will be available within 7 working days.
5. Please pick up the Card in person when notified either by email or telephone.
6. Cardholders of Lingnan University MasterCard (Exclusive for Graduate) issued by the Bank of East Asia can be admitted to the Library with privileges of Reader's Card holder.
7. Charge for card replacement will be HK\$50.

Please contact us if you have questions or need more information:

Circulation Services  
 Lingnan University Library  
 8 Castle Peak Road  
 Tuen Mun, N.T.

Tel.: 2616 8586 Fax: 2616 5515

Email: [cirstaff@LN.edu.hk](mailto:cirstaff@LN.edu.hk)

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

E-copy of this form is available at:

<http://www.library.ln.edu.hk/sites/default/files/content/services/forms/alumni.docx>

Online registration: [http://www.library.ln.edu.hk/services/library-forms/alumni\\_cards](http://www.library.ln.edu.hk/services/library-forms/alumni_cards)