Fong Sum Wood Library, Lingnan University

Application for Graduate Borrower’s / Reader’s Card

1. Enclose one recent photograph with your name on the back.
2. Enclose a photocopy of your student ID card or graduation certificate.
3. Charges:
   - Borrower’s Card: Annual fee HK$200* (Non-refundable)
     (*BEA Lingnan University Graduate MasterCard Holders will enjoy 20% discount on Annual Fee)
     Deposit HK$500 (Refundable)
   - Reader’s Card: Free of charge
4. For Borrower’s Card, enclose a crossed cheque of HK$700 payable to the "Lingnan University" as deposit and annual fee.
5. Card will be available within 7 working days.
6. Please pick up the Card in person when notified either by email or telephone.
7. Cardholders of Lingnan Graduate Master Card issued by the Bank of East Asia can be admitted to the Library with privileges of Reader’s Card holder.
8. 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
URL: http://www.library.ln.edu.hk

Copies of this form are available at:
http://www.library.ln.edu.hk/sites/default/files/content/services/forms/docs/libcard.doc
Online registration: http://www.library.ln.edu.hk/libserv/forms/apply_libcard/index.html

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

I wish to □ apply for □ Graduate Borrower’s Card, or □ Reader’s Card
□ renew

Applicant’s Name (surname first) 中文姓名 □ HKID No.
□ Passport No.

Correspondence Address

Contact Phone No.    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:____________________________

To be completed by the Registry / Community College (CC) Registry
I certify that the above applicant was enrolled in our University from __________ to __________ and graduated with __________

Registrar / Assistant Director (CC) Date

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.

(For office use only)
Form collected by: ___________ Signature: ___________ Date: _______ / _______ / _______
Record no. ___________ Date of issue ___________ Valid date _______ / _______ / _______

(Lib_RS_C03 Aug 2012)
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