

Library Visit Request Form

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

To make a request for a guided tour to the Lingnan University Library, please fill in the following form.

1. The request form should reach the Library at least 3 working days in advance.
2. This request form must be applied by the name of organization.
3. Guided tours are available from 9:30 a.m. to 4:30 p.m., Monday to Saturday (except public holidays).
4. Please fax your completed application form to 2616-5515.
5. If you have any change of the visit, please phone to us as soon as possible at 2616-8586.
6. This request form is only for the library visit. For the campus visit, please contact the Office of Communications and Public Affairs (OCPA) (<http://www.ln.edu.hk/ocpa/>) directly.

Part One: General Information

Name of Visitor	
Type of Visitor	<input type="checkbox"/> Secondary School <input type="checkbox"/> Educational Institution <input type="checkbox"/> Primary School <input type="checkbox"/> Other Library <input type="checkbox"/> Others
Number of Visitor	
Purpose of the Visit	
Date of Visit	
Time of Visit	
Language of Communication	<input type="checkbox"/> Cantonese <input type="checkbox"/> English <input type="checkbox"/> Putonghua
Remarks	

Part Two: Contact Information

Name of Contact Person	
Email	
Contact No.	
Fax No.	

How would you like to have the date of your tours confirmed?

- Phone Email Fax

If you plan to come by vehicle, please supply the plate number: _____

Personal Information Collection Statement for Library Visit Request Form

1. The information collected from you will be used for the purpose of processing your Library Visit request.
2. Personal data collected from this form will not be disclosed to other parties.
3. You have the right to request access to and correction of information about you held by us. If you wish to access or correct your personal data held by us, please e-mail visits@www.library.ln.edu.hk or send your request by post to Library Data Protection Liaison Officer, Lingnan University Library, Tuen Mun, New Territories, Hong Kong.
4. For our general Privacy Policy Statement, please refer to <http://www.library.ln.edu.hk/about/rules-regulations-policies/privacy-policy-statements/>