



Application for Staff Spouse / Child Borrower'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 Borrower's Card (must be over 15 years old)

****Note: Please attach a photo with name on the back**

Applicant's Name (Surname first)	中文姓名	Sex	<input type="checkbox"/> HKID No. _____
		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Passport No. _____
Home Address		Tel No. (Home)	Tel. No. (Mobile)
Correspondence Address (If different from the above)		Tel No. (Office)	E-mail
Applicant's Signature		Date	

To be completed by the staff

We agree to abide by the Lingnan University Library's regulations and to take full responsibility for any damage or loss of library material(s) and unsettled fines.

Staff Name	Staff ID No.	Dept.
Signature		Date

Library Staff Use Only

Form collected by : _____	Signature : _____	Form collected date : ____/____/____	<input type="checkbox"/> Photo
Record no. _____	Date of issue _____	Valid date _____	

(Lib_RS_C04 Mar 2017)

LINGNAN UNIVERSITY LIBRARY PRIVACY POLICY STATEMENT

- 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.
- The provision of personal data is voluntary. However, insufficient personal data may prevent the Library from providing the required service or answering a question.
- 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.
- 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.