Lingnan University 嶺南大學 香港 Hong Kong | Fong Sum Wood LIBRARY 鄺森活圖書館

Application for Temporary Library Card
(For Visiting Scholar(s) or Staff Only)

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

Our Department/ Centre wishes to apply for a
☐Borrower's Card (to borrow library materials), or ☐Reader's Card (to access the Library only),
for the following patron from _____ **to** _____**.**
Note : *****Please attach a recent photo to this application. If you have any enquiries, please call the Library at 2616-8586.*

Patron Name (Surname first) 中文姓名 Sex ☐ M ☐ F ☐ HKID No. _____ ☐ Passport No. _____

Department/ Centre Position Tel No. (Office) Tel. No. (Mobile)

Home/ Institute Address Tel No. (Home)

Correspondence Address (If different from the above) E-mail

Contact Staff: _____ (Contact No./Email : _____)

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).

Authorized signature of Department/ Centre Head Date

(Name : _____)

****

Library Staff Use Only ☐ Photo

Form collected by : _____ Signature : _____ Form collected date : ____/____/____

Record no. _____ Date of issue _____

(Lib_RS_C05 Mar 2017)

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.