

Library Application Form for Alumni Borrower's / Reader's Card

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

Application Type	<input type="checkbox"/> New <input type="checkbox"/> Renewal (can be made 30 Days before its expiry date the earliest)
Card Type	<input type="checkbox"/> Borrower's Card <input type="checkbox"/> Reader's Card
Additional Service	<input type="checkbox"/> Remote Access to Selected Databases [Additional Charge]
Programme (For new card only)	<input type="checkbox"/> Postgraduate (PhD/MPhil/Master/Postgraduate Diploma) <input type="checkbox"/> Undergraduate <input type="checkbox"/> Associate Degree <input type="checkbox"/> Higher Diploma
Year of Graduation (For new card only)	

Personal Information:

English Name	
Chinese Name	
HKID / Passport No.	
Contact No.	
E-mail	

The above applicant information will be sent to REGISTRY / REGISTRY(LIFE) / DEPARTMENT for certifying the graduation.

[Declaration]

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

Signature: _____ Date: _____

[Library Staff Use Only]

Form collected by: _____ Signature: _____ Date: _____

- Photo (with name on the back) Copy of BEA Card
 Cheque (Cheque No.: _____) CASH (Amount: _____)

Remarks: _____

[Circulation Staff Use Only]

Issue Date: _____ Expiry Date: _____
 New Card Barcode: _____ Receipt No.: _____
 Expiry Date (Old card) _____ [Old ID: _____]

Acknowledgement (User's Copy)

- Photo
 Copy of BEA Card
 Library Card Fee Amount: _____
 Payment with CASH / Cheque (Cheque No.: _____)

Staff Name: _____ Date: _____ Library Stamp: _____

Lingnan University Library Privacy Policy Statement

(Lib_RS_C03 Aug 2018)

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 the 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.

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. Card will be available within 7 working days (excluding Saturday, Sunday and Public Holidays).
4. Please pick up the Card in person when notified either by email or telephone.
(Please bring your HKID or passport with you)
5. 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.
6. Charge for Card replacement will be HK\$50.
7. Enclose a crossed cheque payable to the "Lingnan University" as the following Charges:

Charges:

Card Type	Annual Fee [Non-refundable]	Deposit[Refundable]	Total Amount
New Borrower's Card	HK\$200/\$160 (with BEA card)	HK\$500	HK\$700/\$660 (with BEA card)
New Borrower's Card with remote access to selected databases for Alumni	HK\$200/\$160 (with BEA card) + HK\$300	HK\$500	HK\$1000/\$960
Renewal of Borrower's Card	HK\$200/\$160 (with BEA card)	-	HK\$200/\$160 (with BEA card)
Renewal of Borrower's Card with remote access to selected databases for Alumni	HK\$200/\$160 (with BEA card) + HK\$300	-	HK\$500/\$460 (with BEA card)
Reader's Card	Free of charge	-	Free of charge
Reader's Card with remote access to selected databases for Alumni	HK\$300	-	HK\$300
Replacement for lost Card	HK\$50	-	HK\$50

Note:

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
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>

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

Address: 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>

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