

## Library Visit Request Form

➡ Please read the Personal Information Collection Statement below 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.
7. NOTE: Fields marked with "\*" must be supplied.

### Part One: General Information

Name of Visitor\*: \_\_\_\_\_

Type of Visitor\*:  Secondary School     Educational Institution     Primary School  
 Other Library     Others

Number of Visitor\*: \_\_\_\_\_

Purpose of the Visit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Visit\*: \_\_\_\_\_

Time of Visit\*: \_\_\_\_\_

Language of Communication\*:  Cantonese     English     Putonghua

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

### Part Two: Contact Information

Name of Contact Person\*: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

Telephone Number\*: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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](mailto: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/>