



The Education University of Hong Kong Library

DEPARTMENTAL LIBRARY CARD

INFORMATION SHEET

Please check one: ☐ New Request ☐ Information Update / Additional Request ☐ Card Replacement

Name of Faculty / Department / Centre: _____

Contact Person: _____

Tel: _____

Fax: _____

E-mail: _____

No. of Departmental Card(s) Required: ☐ 1 ☐ 2 ☐ 3 ☐ 4

I understand that I am required to read and observe all rules and regulations of the Library as provided on Library Website and other documentation

Dean / Head's Signature

Date

FOR OFFICE USE ONLY

Total no. of cards issued: _____

SH(US)'s signature: _____

Date: _____

Date issued: _____

Processed by: _____

Card(s) collected: _____

P Barcode(s): _____

Signature

Date

1. Please return this form to the Access Services Unit, MMW Library.
2. A maximum of 4 Departmental Library Cards will be issued to each Faculty/Department/Centre.
3. Faculty/Department/Centre will be held responsible for any fines and/or replacement charges caused by overdue of loans, damage or loss of library materials and Cards.
4. A fee of \$100 will be charged for the replacement of each Card.
5. Faculty/Department/Centre is required to inform the Library immediately when there are changes to information provided on this sheet.

Privacy Policy Statement

The EdUHK Library pledges to comply with the requirements of the Personal Data (Privacy) Ordinance, and ensure that our staff will adhere to the guidelines set out in the Privacy Policy Statement of the Education University of Hong Kong (<https://www.eduhk.hk/en/privacy-policy>).

Personal Information Collection Statement

1. Provision of personal data is necessary for processing and follow up on your request, enquiry, application, donation, etc.
2. The information collected from you will be used for the purposes described in 1 above, and/or for authenticating your eligibility to use library resources and services.
3. The submission of personal data is voluntary. However, insufficient personal data may prevent the Library from processing and follow up on your request, enquiry, application, donation, etc.
4. It is possible that any information submitted electronically could be observed by a third party in transit. The Library or the University shall not be liable for any loss or damage to you as a result of this.
5. Information we collect about you is strictly confidential. Data may be provided to the University for administrative and academic purposes. We will not disclose any personal information provided by you to any external bodies or organisations unless you have been consulted or we are required to do so by law.
6. Information submitted to the Library may be kept for a maximum period of 12 months.
7. You have the right to request access to and correction of information about you held by the Library. We may charge you an administration fee for accessing the information.
8. If you wish to access or correct your personal data held by the Library, please submit a request to libdpo@eduhk.hk.