



The Education University of Hong Kong Library

LIBRARY EXTERNAL MEMBERSHIP: ALUMNI

For graduates of EdUHK/HKIEd and former Colleges of Education registered with the Alumni Affairs and Development Office

Please check one:	<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Card Replacement
Please check one:	<input type="checkbox"/> Card Type	<input type="checkbox"/> Borrower	<input type="checkbox"/> Reader

Name: _____
Please print (Surname) (Other names) (In Chinese)

Programme: _____ Student No.: _____

Year of Graduation: _____ HKID/Passport No.: * * * * * (*)

Home Address: _____ Tel. No. (H): _____
 _____ Tel. No. (O): _____

Contact Address: _____ Fax: _____
(if different from above) _____ E-mail: _____
All Library notices will be sent by e-mail

EdUHK Affinity Card No.: _____ Valid until: _____
(if applicable) _____

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

Applicant's Signature

Date

FOR OFFICE USE ONLY		Payment:	
Received date: _____	P Type: 20 / 50	P Code: p / f	Cheque no: _____
Alumni Status confirmed by Alumni Affairs and Development Office on _____			Amount: _____
Approved by Librarian: _____	Date: _____	Receipt No: _____	
Valid Until: _____		Date: _____	
Data input : <input type="checkbox"/> Card printing system	By: _____	<i>Card Collected:</i>	
<input type="checkbox"/> Library system	Date: _____		
Card pickup from OCIO by: _____	Date: _____		
P Barcode: _____		<i>Signature</i>	<i>Date</i>
Verified by SH(AS): _____	Date: _____		

- New Application for Reader Card or Change from Borrower Card to Reader Card:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo (3) one-time card production fee of \$50.
- New Application for Borrower Card or Change from Reader Card to Borrower Card:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) non-refundable annual fee of \$250 for non-EdUHK affinity card holders or \$125 for EdUHK affinity card holders; (4) deposit of \$1,000 (**Upon termination of membership, any outstanding payments due to the Library will be deducted from the deposit. Balance will be refunded to the member**); (5) a copy of EdUHK affinity card (if applicable).
- Renewal of Reader Card:** Please submit the completed form only. You can keep on using your existing Reader Card once your membership is renewed. If approved, your Reader Card will be renewed for 3 years.
- Renewal of Borrower Card:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) non-refundable annual fee of \$250 for non-EdUHK affinity card holders or \$125 for EdUHK affinity card holders; (4) a copy of EdUHK affinity card (if applicable).
- Card Replacement:** Please submit (1) the completed form; (2) non-refundable replacement fee of \$100.

- * **All fees must be paid by Cheque.** Cheque should be made payable to **The Education University of Hong Kong**
- * Please return your application to: Access Services Section, The Education University of Hong Kong Library, 10 Lo Ping Road, Tai Po, N.T.
- * For applicant who is unable to pick up the new card in person, please fill out and submit the Authorization Letter (in either Appendix 1 or 2) together with relevant document(s) upon card collection.
- * For enquiries please call Access Services Section at 2948 6658
- * Library Cards are not transferable
- * **THE LIBRARIAN RESERVES THE RIGHT NOT TO APPROVE ANY APPLICATION**

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.

The Education University of Hong Kong Library

Authorization Letter for Picking Up Library Card

To: Access Services Section, EdUHK Library

1. I, _____ (HKID Card/Passport No.*: _____) would like to authorize Mr/Ms* _____ (HKID Card/Passport No.*: _____) to collect the EdUHK Library Reader/Borrower* Card on my behalf. A copy of my HKID Card is attached.
2. I understand and agree that (a) in case the relevant copy of my HKID Card is not presented by my representative upon collection, the Library will not release the Library Card to the authorized person; (b) digital copy of my HKID Card will not be accepted; (c) I shall be fully and solely responsible for any loss and/or damage of the Library Card collected by my representative; and (d) my representative would be required to produce his/her HKID Card for verification and to sign for acknowledging receipt of the Library Card on my behalf.
3. I also understand that this authorization is for card collection only but not for using library services or facilities such as borrowing of library materials.

Applicant's signature: _____

Date: _____

**Please delete as appropriate*

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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.

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Authorization Letter for Picking Up Library Card via Courier

To: Access Services Section, EdUHK Library

1. I, _____ (HKID Card/Passport No.*: _____) would like to authorize _____ (Company name of self-paid courier ^{Note}) to collect the EdUHK Library Reader/Borrower* Card on my behalf. My day-time contact telephone number is _____. A copy of my HKID card / Passport* is attached.

Note: Please write the name of the self-paid courier clearly. The Library may contact you to confirm information provided on this letter.

2. I understand and agree that (a) in case the relevant copy of my HKID Card is not presented by the self-paid courier upon collection, the Library will not release the Library Card; (b) digital copy of my HKID Card will not be accepted; (c) I shall be fully and solely responsible for any loss and/or damage of the Library Card collected by the Courier; and (d) the Courier staff would be required to produce his/her HKID card or Staff Card for verification and to sign for acknowledging the receipt of the Library Card on my behalf.
3. I also understand that this authorization is for card collection only but not for using library services or facilities such as borrowing of library materials.

Applicant's signature: _____

Date: _____

FOR OFFICE USE ONLY

Courier Staff No. / HKID No.: _____

**Please delete as appropriate*

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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.