



# The Education University of Hong Kong Library

## LIBRARY EXTERNAL MEMBERSHIP : INDIVIDUAL

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

Name:

\_\_\_\_\_

*Please print* (Surname) (Other names) (In Chinese)

Institute: \_\_\_\_\_ HKID/Passport No.: \* | \* | \* | \* | | | | (\* )

Position: \_\_\_\_\_

Home Address: \_\_\_\_\_ Tel. No. (H): \_\_\_\_\_

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

Contact Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

(if different from above)

All Library notices will be sent by email

**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

<b>FOR OFFICE USE ONLY</b>		<b>Payment:</b>	
Received date: _____	P Type: 21 / 51	P Code: p / r	<b>Cheque no:</b> _____
Approved by Librarian: _____	Date: _____	Amount: _____	_____
Valid Until: _____	_____	Receipt No: _____	_____
Data input : <input type="checkbox"/> Card printing system	By: _____	Date: _____	_____
<input type="checkbox"/> Library system	Date: _____	<b>Card Collected:</b>	
Card pickup from OCIO by: _____	Date: _____	_____	
P Barcode: _____	_____	_____	
Verified by SH(AS): _____	Date: _____	<i>Signature</i>	<i>Date</i>

- 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) non-refundable annual fee of \$500; (4) a recommendation letter from your employer.
- 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 \$2,000; (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 recommendation letter from your employer.
- Renewal of Reader Card:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) non-refundable annual fee of \$500; (4) a recommendation letter from your employer.
- Renewal of Borrower Card:** Please submit Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) non-refundable annual fee of \$2,000; (4) a recommendation letter from your employer.
- 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 enquiries please call Access Services Section at 2948 6658

\* Library Cards are not transferable. Applicant is required to observe all rules and regulations of the Library.

**\* 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](mailto:libdpo@eduhk.hk).