



# The Education University of Hong Kong Library

## LIBRARY EXTERNAL MEMBERSHIP: Retired / Departed Long-serving Staff Other Than Academic Staff and Administrative Staff of Equivalent Status

Please check one:	<input type="checkbox"/> Retired Staff	<input type="checkbox"/> Departed Long-serving Staff
Please check one:	<input type="checkbox"/> Application	<input type="checkbox"/> Information Update <input type="checkbox"/> Card Replacement

Card Type: **Borrower**

Name: \_\_\_\_\_  
Please print (Surname) (Other names) (In Chinese)

Faculty / School / Dept.: \_\_\_\_\_ HKID/Passport No.: \* | \* | \* | \* | | | | (\*)

Last Position: \_\_\_\_\_ Tel. No. (H): \_\_\_\_\_

Home address: \_\_\_\_\_ Tel. No. (Mobile): \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_

Contact address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
All Library notices will be sent by e-mail

**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: 82	P Code: w	Cheque no: _____	
<input type="checkbox"/> Check status with HRO	Date: _____		Amount:	_____
Approved by Librarian:	Date: _____		Receipt No:	_____
Valid Until:	_____		Date:	_____
Data input :	<input type="checkbox"/> Card printing system	By: _____	Card Collected:	
	<input type="checkbox"/> Library system	Date: _____		
Card pickup from OCIO by:	_____	Date: _____		
P Barcode:	_____			
Verified by SH(AS):	_____	Date: _____	Signature	Date

**Note: Initial application is subject to verification by Human Resources Office, EdUHK**

- Application:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) deposit of \$500 (*Upon termination of membership, any outstanding payments due to the Library will be deducted from the deposit. Balance will be refunded to the member*); (4) one-time card production fee of \$50.
  - 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).