

UGC Funded Non-Final Year Students - Interlibrary Loan Book Request Form (Overseas)

Book : _____

Author : _____

Imprint : _____ ISBN : _____

Remarks: _____

I DECLARE THAT

1. I undertake that if a copy is supplied to me in compliance with the above request, it will only be used for research or private study.
2. I have not previously been supplied with a copy of the said article or with copies of any other articles contained in the same issue of the periodical.

Student Name : _____ UID / Barcode : _____

Course Name / Code : _____ Contact No.: _____

E-Mail: _____

Signature : _____ Date : _____

I authorize the above student to request the mention item by Inter-Library Loan service.

Course Instructor : _____

Department : _____ Ext. No.: _____

Signature: _____ Date: _____

Lingnan University Library Privacy Policy Statement

1. Personal data collected from users will only be used:
 - to verify users' eligibility to use the library services;
 - to assist Library staff to reply to enquiries;
 - to process service / material requests.
2. The provision of personal data is voluntary. However, insufficient personal data may prevent the Library from providing the required service or answering a question.
3. Personal data held by the Library will be kept confidential. It may only be supplied to appropriate parties that provide services to the Library upon the Librarian or the Library Data Protection Liaison Officer's approval.
4. According to the Personal Data (Privacy) Ordinance, a user has the right:
 - to access his / her personal data,
 - to request updating or correction of the data.

For enquiries, please contact ILL Staff at 2616 8582 or email: illstaff@LN.edu.hk

(For office use only)

Form Collected by: _____ Signature: _____ Date: _____