

## ALUMNI / EXTERNAL BORROWER'S CARD DEPOSIT REFUND REQUEST

Please read the Library Privacy Policy Statement at the back before filling in the form.

### *Part 1 To The Library:*

**[Declaration]**

*I, the undersigned, hereby apply for the refund of Borrower's Card deposit. Enclosed please find the Library Borrower's Card and the deposit receipt.*

<b>Patron English Name</b>	
<b>HKID No.</b>	
<b>Mailing Address</b>	
<b>Contact No.</b>	
<b>Name of Bank</b>	
<b>Bank A/C</b> (Account holder should be the same as the patron name)	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**[Library Staff Use Only]**

Form Collected by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *Part 2 To The Office Of The Comptroller:*

This is to certify that the above user has:

- Returned all borrowed items to the Library
- Paid all outstanding fines to the Library
- Returned the Borrower's Card to the Library (photocopy attached)
- Presented the receipt for deposit (attached) – Receipt No.: \_\_\_\_\_

Please arrange for the refund of the following amount to the above named:

Borrower's Card Deposit: \$ \_\_\_\_\_  
 Deduction: \$ \_\_\_\_\_  
 Total Amount Refundable: \$ \_\_\_\_\_

**[Certified and approved by the Circulation Librarian:]**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

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### *Part 3 TO \_\_\_\_\_*

Your library deposit after netting off the outstanding fines and compensations (if any) amounted to \$\_\_\_\_\_ is now refunded:

- Via autopay to your bank account on: \_\_\_\_\_

For the Comptroller: \_\_\_\_\_ Date: \_\_\_\_\_

## **Lingnan university library privacy policy statement**

*(Lib\_RS\_F01 Aug 2018)*

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 the Library Data Protection Liaison Officer by email [libs@ln.edu.hk](mailto:libs@ln.edu.hk) or by post to Lingnan University Library, Tuen Mun, N.T. Hong Kong.