

## Application for Staff Spouse / Child Borrower's Card

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

I wish to apply for:

<b>Card Type</b>	<input type="checkbox"/> Staff Spouse	<input type="checkbox"/> Child (must be over 15 years old)
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**Personal Information:**

<b>English Name</b>	
<b>Chinese Name</b>	
<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Email</b>	
<b>HKID / Passport No.</b>	
<b>Contact No.</b>	

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

**To Be Completed By The Staff**

*[Declaration]*

*We agree to abide by the Lingnan University Library's regulations and to take full responsibility for any damage or loss of library materials and unsettled fines.*

**Staff Information**

<b>Staff Name</b>	
<b>Staff ID No.</b>	
<b>Dept.</b>	

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

**[Library Staff Use Only]**

Photo (with name on the back)     by Email

Form collected by: \_\_\_\_\_ Signature: \_\_\_\_\_

Form collected date: \_\_\_\_\_

**[Circulation Staff Use Only]**

Issue Date: \_\_\_\_\_ Expiry date: \_\_\_\_\_

New Card Barcode: \_\_\_\_\_ Remarks: \_\_\_\_\_

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