



EXTERNAL BORROWER'S / READER'S CARD

The Lingnan University Library is centrally located in the Main Building occupying two floors with 3,000 square metres of floor space and 515 seats. The Library holds a substantial collection of English and Chinese books, journals and media materials in humanities, social sciences, business and management. In Summer 2003, the Library collection has exceeded 370,000 items. The Library's automated system, which is a part of the campus-wide network, provides access to other library systems and numerous local and overseas information databases. The Library also subscribes to a number of major online services and full-text CD-ROMs that provide access to more than 19,000 full-text journals and newspapers on business, social sciences and other subject areas. Furthermore, the Library world wide web home-page greatly enhances access to a wide range of information resources.

The Library serves mainly the needs of Lingnan University staff and students in teaching, studying and research. The Library also supports external users who are interested in using the collection for their own research or study. Please complete the application form. If further information is needed, consult the Circulation Services.

*Circulation Services, Lingnan University Library
8 Castle Peak Road, Tuen Mun, N. T.
Tel.: 2616 8586
Fax: 2891 4522
Email: cirstaff@ln.edu.hk
URL: <http://www.library.ln.edu.hk>*

➤ Please read the Library Privacy Policy Statement at the back before filling in the form
I wish to apply for / renew * an External Borrower's / Reader's Card *

A. PERSONAL DETAILS

Name in English: _____ in Chinese: _____

HKID/Passport no*.: _____ E-mail: _____

Correspondence Address: _____

_____ Contact Phone No. : _____

Highest Qualification: _____ Occupation: _____

I agree to abide by the Library's regulations.

Signature: _____ **Date:** _____

* delete where appropriate

B. APPLICATION PROCEDURE:

1. Please complete all the fields.
2. Enclose one recent photograph with name printed on the back.
3. Charges:

Borrower's card	Deposit	HK\$500	(Refundable)
	Annual fee	HK\$2,000	(Non-refundable)
Reader's card	Deposit	None required	
	Annual fee	HK\$500	(Non-refundable)
4. Enclose a crossed cheque with appropriate amount payable to: "Lingnan University".
5. Card will be ready within 5 working days.
6. Pick up the card in person when notified either by email or telephone.

C. FOR OFFICIAL USE ONLY

Approved: _____

Date of issue: _____ Expiration date: _____

Date paid: _____ Card no.: _____

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 libs@ln.edu.hk or by post to Lingnan University Library, Tuen Mun, N.T. Hong Kong