

**Eligibility:**

HKBC awarded (Diploma / 4th year honors Diploma) and HKBU awarded (Associate Degree / Higher Diploma / Bachelor / Master / Postgraduate Certificate / Postgraduate Diploma / Doctoral Degree)

**Service Package Details:**

Service Package	Subscription Fee	Important Information (Please review carefully)
Graduate (Borrowing Privileges)	<b>1 Year: HK\$300</b> <b>2 Years: HK\$550</b>	<p>a. <b>Loan Quota</b> for Books and Multimedia Items: 100 Max. Loan Quota for Multimedia Items: 5</p> <p><b>Loan Period:</b></p> <ul style="list-style-type: none"> <li>● Materials from General Collection: 20 weeks with unlimited renewals (subject to recall by other patrons).</li> <li>● Multimedia Materials: for 7 days, with max. loan length of 21 days.</li> </ul> <p>b. Remote e-resource access for graduates is more limited than that of current students/staff, and is subject to change from time to time. These restrictions are imposed by e-resource vendors. For details on e-resources included in the service package, please refer to <a href="http://hkbu.libguides.com/graduatedatabases">http://hkbu.libguides.com/graduatedatabases</a>.</p> <p>Note that graduates with borrowing privileges may enter the Library and use on-site workstations to access all e-resources.</p> <p>c. Submission of the completed application form and required supporting documents should be made within 3 months of initial receipt of the application by the Library. After that, any incomplete application will be discarded accordingly while any payment already received shall be forfeited to the University. To protect the personal data of applicants, the Library will also dispose of the application record.</p>
	<i>HKBU Hang Seng Affinity credit card holders <b>free</b> for one year <u>ONLY</u></i>	
Graduate (Borrowing Privileges + Limited Remote E-resource Access)	<b>1 Year: HK\$450</b> <b>2 Years: HK\$750</b>	
Graduate (Limited Remote E-resource Access)	<b>1 Year: HK\$150</b> <b>2 Years: HK\$200</b>	

**Terms and Conditions:**

1. The collection of your personal data is solely for the purpose of processing your application. Your provision of personal data is voluntary. However, we cannot process your application if you do not provide us with the information specified in the application form. For details about our policies and practices in relation to your privacy, please refer to <https://library.hkbu.edu.hk/about-us/policies-regulations/privacy-policy/>.
2. Every eligible graduate with a valid HKBU Hang Seng Affinity credit card can enjoy one-off one-year free Graduate (Borrowing Privileges) service package. A copy of the HKBU Hang Seng Affinity credit card will be required for application by post.
3. Applications will be rejected if your payment cannot be processed. All fees paid are not refundable under any circumstances. No change to the selected service plan is allowed after an application is processed.
4. The Library reserves the sole right to reject any new application or renewal of Library Card by any individual based on his or her past record with the Library, and to maintain that restriction for as long as deemed appropriate by the Library.
5. Processed Library Cards will be held for pick-up until the card expires.
6. Borrowing privileges and access rights to the Library's e-resources are non-transferable.
7. All users shall abide by the Library Regulations and the Library's policy on the Appropriate Use of E-Resources. For details, please refer to <https://library.hkbu.edu.hk/about-us/policies-regulations/>.
8. Applications are accepted in person and by mail. The procedure for applications by mail is as follows:
  - a. Send **one recent personal photograph** with the applicant's name on the back (not required for those who only apply for remote access to selected e-resources) and a cheque for the appropriate amount in Hong Kong dollars payable to "**Hong Kong Baptist University**".
  - b. Mail the documents to the following address: "User Services team, Hong Kong Baptist University Library, 34 Renfrew Road, Kowloon Tong, Kowloon".
  - c. Mark "**Application for Library Card**" on the envelope.
  - d. More time may be required to process applications during peak periods. Applicants will be notified via email after their applications are processed - this normally takes 5-10 calendar days. For enquiries, please contact the Library ([libcir@hkbu.edu.hk](mailto:libcir@hkbu.edu.hk) / 3411-7444).

For Library Use only	
Card Number	: _____
Received On	: _____
Replied On	: _____
Expiry Date	: _____

**I Service Package Selection** (Please ✓ as appropriate)

Replacement (HK\$50)       New       Renewal

Service Package	Subscription Fee	Important Information (Please review carefully)
<input type="checkbox"/> Graduate (Borrowing Privileges)	<input type="checkbox"/> 1 Year : HK\$300 <input type="checkbox"/> 2 Years: HK\$550 <i>HKBU Hang Seng Affinity Credit Card holders free for one year ONLY</i>	<p>1. Loan Quota for Books and Multimedia Items: 100 Max. Loan Quota for Multimedia Items: 5 Loan Period: Materials from General Collection: 20 weeks unlimited renewals for non-recalled items (subject to recall by other patrons). Multimedia Materials: for 7 days, with max. loan length of 21 days.</p> <p>2. Remote e-resource access for graduates is more limited than that of current students/staff, and is subject to change from time to time. These restrictions are imposed by e-resource vendors. For details on e-resources included in the service package, please refer to <a href="http://hkbu.libguides.com/graduatedatabases">http://hkbu.libguides.com/graduatedatabases</a>. Note that graduates with borrowing privileges may enter the Library and use on-site workstations to access all e-resources.</p> <p>3. Submission of the completed application form and required supporting documents should be made within 3 months of initial receipt of the application by the Library. After that, any incomplete application will be discarded accordingly while any payment already received shall be forfeited to the University. To protect the personal data of applicants, the Library will also dispose of the application record.</p>
<input type="checkbox"/> Graduate (Borrowing Privileges + Limited Remote E-resource Access)	<input type="checkbox"/> 1 Year: HK\$450 <input type="checkbox"/> 2 Years: HK\$750	
<input type="checkbox"/> Graduate (Limited Remote E-resource Access)	<input type="checkbox"/> 1 Year: HK\$150 <input type="checkbox"/> 2 Years: HK\$200	

**II Personal Particulars**

Renewal applications: Fields in *italics* may be left blank if there is no change since your last application.

Title Prof. / Dr. / Mr. / Ms.\*

Name (English):	Name (Chinese):
Student ID No.:	Year of Graduation:
<i>Course:</i>	Email Address: <b>(required, will be used as the correspondence address)</b>
<i>Home Address:</i>	<i>Contact No.:</i>

**III Payment**

- Cash      *For mailed application, cheque is the only form of accepted payment.*  
 Cheque  
 Credit Card / WeChat Pay / Alipay / Octopus\*  
 Free **(Please attach a copy of the card to the application.)**

HS-HKBU Credit Card No. \_\_\_\_\_

**IV Declaration**

I have carefully read and understood the terms and conditions listed in the Application Information above. I agree to abide by the Library Regulations and the Library's policy on the Appropriate Use of E-Resources.

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

**V Acknowledgement**

I acknowledge receipt of the Borrower Card.

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