

Data Collection

Your personal data is collected exclusively for the purpose of processing your library card application. The privacy of your data is protected in accordance with the Library's Privacy Policy, which can be reviewed at <https://library.hkbu.edu.hk/about-us/policies-regulations/privacy-policy/>

Terms and Conditions

- The Library reserves the right to reject any application or renewal based on the applicant's previous record with the Library, and can maintain any restrictions on access as it sees fit.
- Once the application is processed, fees paid are non-refundable, and the selected service plan cannot be changed.
- If an application is incomplete or payment is unsuccessful within three months from the date of receipt, the application will be discarded. Any payment received will be forfeited to the University and the application record will be disposed.

Supporting Documents

- Eligible SCE students must present a valid student card that shows their photograph in the application.
- Eligible SCE or SCM alumni must include a photocopy of their diploma in the application.

Card Issuance / Account Creation

The Library Card and the remote access account (if applicable) will normally be ready for collection/use within 5 working days after the application is received. You will be notified by email to collect the Card at the Main Library. Processed Library Cards will be held for pick-up until the card expires.

Compliance with Library Policies & Regulations

All library users are expected to comply with the Library Policies & Regulations, which can be accessed at <https://library.hkbu.edu.hk/about-us/policies-regulations/>.

Form Submission Methods

By email

Please send the completed application form, a recent passport-size photo, and supporting documents to libcir@hkbu.edu.hk. Payment can be made at the User Services Counter or by mailing a cheque if the application is approved.

By post

Please prepare the following items and post them to the address below:

- a. Completed application form.
- b. Recent passport-size photo (please mark the applicant's name on the back).
- c. Supporting documents.
- d. Cheque of the appropriate amount in Hong Kong dollars, payable to "Hong Kong Baptist University".

Mail to:

User Services (Application for Library Card), 3/F, Au Shue Hung Memorial Library, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon.

In-person

Bring the completed application form, a recent passport-size photo, and supporting documents to the User Services Counter at the Au Shue Hung Memorial Library. Payment can be made by cash, cheque, or credit card/ WeChat Pay/ Alipay.

Contact

For enquiries, please contact the User Services Counter at 3411-7444 or email libcir@hkbu.edu.hk.

Library Card Application Form

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

I Library Card (Please ✓ as appropriate)

Application type: New Renewal Replacement (HK\$50)

Card type:

A. SCE Student Library Card (*Library privileges:* <https://library.hkbu.edu.hk/sce-lib-card>)

Eligible holders of a valid SCE student card with a photo (1 Year: HK\$ 900)

B. External Borrower Card (*Library privileges:* <https://library.hkbu.edu.hk/external-card>)

Library part-time staff and equivalent (Free of charge)

Eligible holders of diploma issued by SCE or SCM (1 Year: HK\$2,000)

Other external users (Please select: 6 Months: HK\$1,500 / 1 Year: HK\$3,000)

II Personal Particulars

For Renewal, leave blank for the correspondence address and phone no. if there is no change to your last application.

Title: Prof. / Dr. / Mr. / Ms. / Mrs. (Please delete as appropriate)	
Name (English):	Name (Chinese, if any):
Email (Must be provided for communication purposes):	Phone No.:
Correspondence Address:	

For SCE current students, and SCE or SCM Diploma holders:

Student No.:	Programme Name:	Expiry / Diploma Award Date:
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III Payment

Cash Credit Card / WeChat Pay / Alipay Cheque (Attach cheque for application by post)
(Please delete as appropriate)

IV Declaration

- I hereby declare that the information given in this application form is correct and true.
- I have read and understood the listed terms and conditions and my library privileges.
- I agree to abide by the Library [Policies & Regulations](#) and the [Appropriate Use of Library E-Resources](#).

Signature: _____

Date: _____

V Acknowledgement

I acknowledge receipt of the Borrower Card.

Signature: _____

Date: _____