

**Eligibility:**

HKBU awarded local graduates (HKBC Diploma / 4<sup>th</sup> year honors Diploma and HKBU Bachelor / Master / Doctoral Degree holders / HKBU awarded local Postgraduates Certificate / Postgraduate Diploma / Associate Degree / Higher Diploma holders)

**Library Privileges & Annual Fee:**

Service Package	Annual Fee	Borrowing Privileges
Borrowing privileges ONLY	<b>HK\$ 300</b> <i><sup>4</sup>HKBU Affinity Credit Card holders <b>free</b> for one year <u>ONLY</u></i>	Loan Quota for Books and Multimedia Items: 50 Max. Loan Quota for Multimedia Items: 5  Loan Period: Materials from General Collection: for 20 weeks (subject to recall) with unlimited renewals
Borrowing privileges with remote access to <b>selected</b> e-resources <sup>3</sup>	<b>HK\$ 600</b>	Multimedia Materials: for 7 days, with max. loan length of 21 days
Remote access to <b>selected</b> e-resources <sup>3</sup> ONLY	<b>HK\$ 300</b>	NA
Replacement for lost Card	<b>HK\$ 20</b>	Remain unchanged

**Notes:**

- 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 the privacy policy, please refer to <http://library.hkbu.edu.hk/others/privacy.html> - Home >> Library Information >> Policies & Regulations >> Privacy Policy.
- All fees paid are non-refundable.
- The borrowing privileges and access right to the library's selected e-resources are non-transferable.
- Every eligible graduate can enjoy one-off one-year free Borrower Card service. A copy of the HKBU Affinity credit card will be required for the post-application.
- New application or renewal of Borrower Card will be processed only when all outstanding fees and charges under the applicant's Library account is paid. Application will be rejected for any default in payment.
- The Library reserves the sole right to reject any new application or renewal of Borrower Card by any individual based on his or her past conduct in the Library and to maintain that restriction for as long as deemed appropriate by the Library.
- All users should abide by the Library Regulations currently in force. For details, please refer to <http://library.hkbu.edu.hk/about/libreg.pdf>.
- The selected e-resources for remote access are subject to change from time to time.** For details on the list of eligible e-resources as well as the conditions of use, please refer to <http://hkbu.libguides.com/graduatedatabases> & <http://library.hkbu.edu.hk/others/copyright.html>.
- Application procedure:
  - Send **one recent photo** with the applicant's name on the back (except those who only apply for remote access to selected e-resources) and a cheque of appropriate amount in Hong Kong dollars payable to "**Hong Kong Baptist University**".
  - Mail the documents to this address "Circulation & ILL Section, Hong Kong Baptist University Library, 34 Renfrew Road, Kowloon Tong, Kowloon".
  - Mark "**Application for Library Card**" on the envelope.
  - The Borrower Card and the remote access account (if applicable) will be normally ready within **5** working days upon receipt of the application.
  - The applicant will be notified to collect the Card in person at the Main Library by email. For enquiries, please contact library staff at 3411-7444 or email to [libcir@hkbu.edu.hk](mailto:libcir@hkbu.edu.hk).



**HONG KONG BAPTIST UNIVERSITY LIBRARY**  
**Graduate Service Package - Application Form**

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

I Personal Particulars	
Title *Prof. / Dr. / Mr. / Ms.	
Name (English):	Name (Chinese):
Student ID No.:	Year of Graduation:
Course:	Email Address: ( <b>required</b> , will be used as the correspondence address)
Home Address:	Contact No.:

II Library Privileges & Annual Fee (Please ✓ as appropriate)		
<input type="checkbox"/> Replacement (\$20) <input type="checkbox"/> New <span style="margin-left: 150px;"><input type="checkbox"/> Renewal</span>		
Service Package	Annual Fee	Borrowing Privileges
<input type="checkbox"/> Borrowing privileges ONLY	<b>HK\$ 300</b> <i>HKBU Affinity Credit Card holders free for one year ONLY</i>	Loan Quota for Books and Multimedia Items: 50 Max. Loan Quota for Multimedia Items: 5
<input type="checkbox"/> Borrowing privileges with remote access to <b>selected</b> e-resources	<b>HK\$ 600</b>	Loan Period: Materials from General Collection: for 20 weeks (subject to recall) with unlimited renewals Multimedia Materials: for 7 days, with max. loan length of 21 days
<input type="checkbox"/> Remote access to <b>selected</b> e-resources ONLY	<b>HK\$ 300</b>	N.A.

III Payment	
<input type="checkbox"/> Cash	<i>Payment with <u>cash or credit card</u> is only applicable for the <b>in-person</b> application.</i>
<input type="checkbox"/> Cheque	
<input type="checkbox"/> Credit Card	
<input type="checkbox"/> Free	<b>(Please attach a copy of the card for the post-application.)</b>
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 currently in force.	
Signature	Date
_____	_____

V Acknowledgement	
I acknowledge receipt of the Borrower Card.	
Signature	Date
_____	_____

\* Delete as appropriate