

Hong Kong Baptist University
Shek Mun Campus Library (SMCL)
Library Card Application Form

This application is for current SCE part-time Certificate / Diploma students for access to Shek Mun Campus Library only. The card is valid for 1 year from the date of issue.

Completed application form should be submitted to Shek Mun Campus Library in person **with one recent passport photo** with applicant's name and student number on the back.

Please complete the form in **Block Letters**.

Part 1 — Personal Particulars

Title Mr. / Miss Name (as shown on Student ID Card) (Eng) _____

(Chi) _____

Course _____ Student ID No. _____ Student ID Expiry Date _____

Home Address _____

Contact No. _____ Email _____ (will be used as the correspondence address)

Part 2 — Library Privileges & Annual Fee

I am applying for: (Please ✓ as appropriate)

Type of Card	Annual Fee	Privileges (in Shek Mun Campus Library only)
<input type="checkbox"/> Reader Card	HK\$ 210	Access to resources in SMCL for reading purposes
<input type="checkbox"/> Borrower Card	HK\$ 530	Access to resources in SMCL with the following borrowing privileges for books Quota: 100 volumes Loan period: 20 weeks Renewal period: 20 weeks

Part 3 — Payment

Cash Cheque (No. _____) Credit Card Others (_____)

Part 4 — Declaration

I wish to apply for a Library Card of Shek Mun Campus Library and I have carefully read and understood the terms and conditions listed in the Application Information. I agree to abide the regulations currently in force.

Signature _____ Date _____

For Official Use Only

Card No.	Expiry Date	Received by	Date
		(Applicant's signature)	

Hong Kong Baptist University Shek Mun Campus Library (SMCL) Library Card Application Information

Eligibility: current SCE part-time Certificate / Diploma students

Library Privileges & Annual Fee: See Part 2 of the application form

Note:

- The collection of your personal data is solely for the purpose of processing your application. The Library will only keep the personal data of valid Library users. We will not disclose any personal data we collected from you to any other party in a manner that would identify you. For details about your 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.
- Application will be rejected for any default in payment. All fees paid are non-refundable.
- The borrowing privileges are non-transferable.
- Renewal application of Library Card will be processed only when all outstanding fees and charges under the applicant's Library account is paid.
- 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 Library reserves the sole right to reject any application by any individuals based on their past conduct in the use of library services.

Application Procedure:

- Completed application form should be submitted to Shek Mun Campus Library in person **with one recent passport photo** with applicant's name and student number on the back.
- Cheque of appropriate amount in Hong Kong Dollars should be properly crossed and made payable to "Hong Kong Baptist University".
- The card will be normally ready in 7 working days upon receipt of the completed application form and payment. Applicant will be notified to come to Shek Mun Campus Library and collect the Library Card in person.

For enquiries, please contact us at 3411-3172, or email to libsmc@hkbu.edu.hk.