

HONG KONG BAPTIST UNIVERSITY LIBRARY

Library Card Application Form

Library Privileges & Subscription Fee:

User Category (Please tick one)	Annual Fee	Borrowing Privileges
<input type="checkbox"/> Eligible SCE Student	HK\$ 900	Quota: 100 books Period: 20 weeks
<input type="checkbox"/> External User	<input type="checkbox"/> HK\$ 3,000 <input type="checkbox"/> HK\$ 1,500 (6 months)	
<input type="checkbox"/> Other		

Notes:

- SCE students here refer to students taking programs eligible to apply for the library card, which is subject to change from time to time.
- 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 and any change of the service plan is not allowed after the application is processed.
- The borrowing privileges are non-transferable.
- 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>.
- Application procedure:
 - Send **one recent photo** with the applicant's name on the back 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 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.

P.T.O. ➔



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Library Card 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):	
Email Address: (required, will be used as the correspondence address)		
Home Address:	Contact No.:	
II Library Privileges & Subscription Fee (Please ✓ as appropriate)		
<input type="checkbox"/> Replacement (\$20) <input type="checkbox"/> New <input type="checkbox"/> Renewal		
User Category (Please tick one)	Annual Fee	Borrowing Privileges
<input type="checkbox"/> Eligible SCE Student	HK\$ 900	Quota: 100 books Period: 20 weeks
<input type="checkbox"/> External User	<input type="checkbox"/> HK\$ 3,000 <input type="checkbox"/> HK\$ 1,500 (6 months)	
<input type="checkbox"/> Other		
<i>For eligible SCE student only</i> Student No. _____ CourseStudent ID _____ Expiry Date _____		
III Payment		
<input type="checkbox"/> Cash <i>For mailed application, cheque is the only form of accepted payment.</i> <input type="checkbox"/> Cheque <input type="checkbox"/> *Credit Card / WeChat Pay / Alipay		
IV Declaration		
I wish to apply for a Borrower Card of the University Library and agree to follow the regulations and the copyright laws currently in force, and to comply with the conditions of use and licensing restrictions as required by the respective e-resources providers / vendors / publishers. Signature _____ Date _____		
V Acknowledgement		
I acknowledge receipt of the Borrower Card. Signature _____ Date _____		

* Delete as appropriate