

HONG KONG BAPTIST UNIVERSITY LIBRARY

Graduate Service Package - Application Information

Eligibility:

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

Library Privileges & Subscription Fee:

Service Package	Subscription Fee	Privileges (Please review carefully)
Graduate (Borrow Privileges)	1 Year: HK\$300 2 Years: HK\$550	<p>a. Loan Quota for Books and Multimedia Items: 100 Max. Loan Quota for Multimedia Items: 5</p> <p>Loan Period:</p> <ul style="list-style-type: none"> ● Materials from General Collection: for 20 weeks (subject to recall) with unlimited renewals for non-recalled items. ● Multimedia Materials: for 7 days, with max. loan length of 21 days. <p>b. The coverage of the e-resources under the Package is more limited than that of current students /staff, and is subject to change from time to time. For details on the list of eligible e-resources, please refer to http://hkbu.libguides.com/graduatedatabases.</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 Affinity Credit Card holders free for one year <u>ONLY</u></i>	
Graduate (Borrow Privileges + Note b E-resources Access)	1 Year: HK\$600 2 Years: HK\$1,150	
Graduate (Note b E-resources Access)	1 Year: HK\$300 2 Years: HK\$550	

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 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.
3. Applications will be rejected if your payment cannot be processed. All fees paid are not refundable under any circumstances. No change to the service plan is allowed after an application is processed.
4. New applications or renewals of Library Cards will be processed only when all outstanding fees and charges under the applicant's Library account have been paid.
5. 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.
6. Processed Library Cards will be held for pick-up until the card expires.
7. Borrowing privileges and access right to the library's selected e-resources are non-transferable.
8. 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/>.
9. Applications in-person and by mail are both accepted. The procedure for applications by mail is as follows:
 - a. Send **one recent personal photograph** 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**".
 - b. Mail the documents to the following address: "Circulation & ILL Section, Hong Kong Baptist University Library, 34 Renfrew Road, Kowloon Tong, Kowloon".
 - c. Mark "**Application for Library Card**" on the envelope.
 - d. The Borrower Card and the remote access account (if applicable) will be normally ready within **5** working days upon receipt of the application.
 - e. 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.

I Personal Particulars

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

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

II Library Privileges & Subscription Fee (Please ✓ as appropriate)

Replacement (HK\$50) New Renewal

Service Package	Subscription Fee	Privileges (Please review carefully)
<input type="checkbox"/> Graduate (Borrow Privileges)	<input type="checkbox"/> 1 Year : HK\$300 <input type="checkbox"/> 2 Years: HK\$550 <i>HKBU Affinity Credit Card holders free for one year ONLY</i>	1. Loan Quota for Books and Multimedia Items: 100 Max. Loan Quota for Multimedia Items: 5 Loan Period: Materials from General Collection: for 20 weeks (subject to recall) with unlimited renewals for non-recalled items. Multimedia Materials: for 7 days, with max. loan length of 21 days. 2. The coverage of the e-resources under the Package is more limited than that of current students /staff, and is subject to change from time to time. For details on the list of eligible e-resources, please refer to http://hkbu.libguides.com/graduatedatabases . 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.
<input type="checkbox"/> Graduate (Borrow Privileges + E-resources Access)	<input type="checkbox"/> 1 Year: HK\$600 <input type="checkbox"/> 2 Years: HK\$1,150	
<input type="checkbox"/> Graduate (E-resources Access)	<input type="checkbox"/> 1 Year: HK\$300 <input type="checkbox"/> 2 Years: HK\$550	

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 _____