

HONG KONG BAPTIST UNIVERSITY LIBRARY

Library Card Application Form & Terms and Conditions

User Category	Subscription Fee	Privileges (Please review carefully)
Eligible SCE Student	1 Year: HK\$ 900	a. Loan Quota for Books and Multimedia Items: 100 Max. Loan Quota for Multimedia Items: 30 b. 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. c. Off-Campus Access to Library's e-resources (subject to the conditions of use and licensing restrictions as required by the respective e-resource providers / vendors / publishers).
External User	6 Months: HK\$1,500 1 Year: HK\$ 3,000	a. Loan Quota for General Collection Only: 100 books
Library PT Staff and equivalent	-----	b. Loan Period: 20 weeks (subject to recall) with unlimited renewals for non-recalled items c. No off-campus access to Library e-resources

1. Eligible SCE students here refers to those who have valid student cards that show their personal photographs.
2. 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/>.
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 a 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. 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.
7. Processed Library Cards will be held for pick-up until the card expires.
8. Borrowing privileges are non-transferable.
9. 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/>.
10. 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 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 Library 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.

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)

Replacement (HK\$50) New Renewal

User Category (Please tick one)	Subscription Fee	Privileges (Please review carefully)
<input type="checkbox"/> Eligible SCE Student	<input type="checkbox"/> 1 Year: HK\$ 900	a. Loan Quota for Books and Multimedia Items: 100 Max. Loan Quota for Multimedia Items: 30 b. Loan Period: ● Materials from General Collection: 20 weeks (subject to recall) with unlimited renewals for non-recalled items ● Multimedia Materials: 7 days, renewable to max. loan length of 21 days c. Off-campus access to Library e-resources (subject to the conditions of use and licensing restrictions as required by the respective e-resource providers / vendors / publishers)
<input type="checkbox"/> External User	<input type="checkbox"/> 6 Months: HK\$ 1,500 <input type="checkbox"/> 1 Year: HK\$ 3,000	a. Loan Quota for General Collection only: 100 items b. Loan Period: 20 weeks (subject to recall) with unlimited renewals for non-recalled items c. No off-campus access to Library e-resources
<input type="checkbox"/> Library PT Staff and equivalent	-----	

For eligible SCE students only:

Student No.: _____ Course Name: _____ Expiry Date: _____

III Payment

Cash *For mailed application, cheque is the only form of accepted payment.*

Cheque

*Credit Card / WeChat Pay / Alipay

IV Declaration

I have carefully read and understood the terms and conditions listed in the Application form 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: _____