

Application Information & Terms and Conditions

**Eligibility:** HKBU retiree card holders

**Remote access to selected e-resources:**

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/retireedatabases>.

**Annual Fee:** HK\$300

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. 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.
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.
4. The access right to the library's selected e-resources is non-transferable.
5. 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/>. The Library reserves the sole right to reject any new or renewal application by any individuals based on their past records in the use of library services.
6. HKBU Retired Staff card holders are automatically eligible to borrow physical resources. For details, please refer to [https://library.hkbu.edu.hk/about/borrowing\\_loan\\_quotas.html](https://library.hkbu.edu.hk/about/borrowing_loan_quotas.html).
7. Applications in-person and by mail are both accepted. The procedure for applications by mail is as follows:
  - a. Send 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 Retiree Service Package" on the envelope.
  - d. Normally within 5 working days upon receipt of the application, the remote access account will be ready and the applicant will be notified about the account login information via email.

Application Form

<u>Application Form</u>		For Official Use only
<b>I Personal Particulars</b> Renewal applications: Fields in <i>italics</i> may be left blank if there is no change since your last application.		Card Number : _____ Received On : _____ Replied On : _____ Expiry Date : _____
Title Prof. / Dr. / Mr. / Ms.*		
Name (English):	Name (Chinese):	
<i>Affiliate Card No.:</i>	Email address: (Required, will be used as the correspondence address)	
<i>Home Address:</i>	<i>Contact No.:</i>	
<b>II Application</b> (Please ✓ as appropriate)		
<input type="checkbox"/> New <input type="checkbox"/> Renewal      (annual service fee HK\$300, no deposit required)		
<b>III Payment</b>		
<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 / Octopus*		
<b>IV Declaration</b>		
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
_____		_____

\* Delete as appropriate