



HONG KONG BAPTIST UNIVERSITY LIBRARY

Corporate Borrower Card Application Form & Terms and Conditions

For Official Use only	
Card Number :	_____
Received On :	_____
Replied On :	_____
Expiry Date :	_____

- The collection of the information specified in the application form is solely for the purpose of processing your application. Your provision of it is voluntary. However, without it, we cannot process the application. 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/>.
- 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.
- The Library reserves the sole right to reject any new application or renewal of a Library Card by any corporate applicant based on its members' past record with the Library, and to maintain that restriction for as long as deemed appropriate by the Library.
- 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.
- Processed Library Cards will be held for pick-up until the card expires.
- Borrowing privileges are non-transferable.
- 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/>.
- Applications in-person and by mail are both accepted. The procedure for applications by mail is as follows:
  - Send a cheque of appropriate amount in Hong Kong dollars payable to "Hong Kong Baptist University".
  - Mail the documents to the following address: "User Services team, Hong Kong Baptist University Library, 34 Renfrew Road, Kowloon Tong, Kowloon".
  - Mark "Application for Library Card" on the envelope.
- For enquiries, please contact library staff at 3411-7444 or email to [libcir@hkbu.edu.hk](mailto:libcir@hkbu.edu.hk).

I Library Privileges & Subscription Fee (Please ✓ as appropriate)		
<input type="checkbox"/> Replacement (HK\$50)	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
<b>Corporation Name</b>	<b>Annual Fee</b>	<b>Borrowing Privileges</b>
	<b>HK\$ 5,000</b>	Quota: 100 books Period: 20 weeks
II Contact Information		
Renewal applications: Fields in <i>italics</i> may be left blank if there is no change since your last application.		
Title Prof. / Dr. / Mr. / Ms.*		
Name (English):		Name (Chinese):
<i>Designation:</i>		<i>Department:</i>
Email Address ( <b>required</b> , will be used as the correspondence address):		
<i>Contact Address:</i>		<i>Contact No.:</i>
III Payment		
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card / WeChat Pay / Alipay *		
<i>For mailed application, cheque is the only form of accepted payment.</i>		
IV Declaration		
As the authorized representative of the Corporation named above, 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.		
Authorized Signature (with corporation chop) _____		Date _____
V Acknowledgement		
I acknowledge receipt of the Borrower Card.		
Authorized Signature (with corporation chop) _____		Date _____

\* Delete as appropriate