

HONG KONG METROPOLITAN UNIVERSITY LIBRARY

Report Of Lost/Damaged Library Material/Notebook Computer

Personal Data (Privacy) Notice

The personal information provided by you on this form is for the purpose of processing the report of lost/damaged notebooks and for Library/University administration. Failure to provide such information may result in your being unable to borrow library materials/notebook computer from the Library and the case recorded in your personal file. The University will keep your personal data confidential.

You have the right to request access to and correction of your personal data held by the University. In accordance with the Personal Data (Privacy) Ordinance, the University has the right to charge a reasonable fee for processing any data access/correction request. Data access and/or correction requests should be made on a form prescribed by the Privacy Commission or the University and addressed to:

The Data Protection Officer
Hong Kong Metropolitan University
Good Shepherd Street
Ho Man Tin
Kowloon, Hong Kong
Email: dpo@hkmu.edu.hk

Please read the followings before completing the form:

1. The borrower has the obligation to pay the replacement charges and handling charges for any lost/damaged library material(s)/notebook computer.
2. The Library or the concerned University unit will notify the borrower of the fees involved after the borrower reports loss/damage of library material(s)/notebook computer.
3. All payment made will not be refunded. The borrower is reminded to check carefully before reporting loss/damage of library material(s)/notebook computer.
4. Library material(s)/notebook computer is/are the property of the University and the borrower cannot keep the library material(s)/notebook computer even if the replacement cost(s) have been paid.
5. Recovered items should be returned to the Library. The borrower may be required to pay the overdue fine which will be accumulated until the material(s) is/are returned to the Library.

Types of report made (Please tick one): Report loss of library item(s)/notebook computer Report damage of library item(s)/notebook computer

Your details:

Name of Borrower: _____ Borrower's Student Card No.: _____ Tel No.: _____

Address: _____

Details of lost/damaged# item(s):

Item <i>(e.g. Title of a book/Serial no. of notebook computer)</i>	Type of Materials <i>(e.g. Book/Serial/Notebook Computer)</i>	Barcode	Description of damage <i>(if applicable)</i>

I declare that the above library material(s)/notebook computer# under my account was/were lost/damaged# while on loan and agree to abide by all Library regulations and conditions including those governing the issue of lost/damaged library item(s)/notebook computer.

Borrower's Signature: _____ Date: _____

FOR OFFICE USE

Library Materials

Circulation Section

Handled and recorded by: _____ on _____
Set lost by: _____ on _____
Letter sent on _____
Cheque/Cash# received on _____
Cheque No. _____
Pass to FU by: _____ on _____
Official Receipt No. _____ issued on _____

Acquisition/Serials Section

Price: _____ + Processing fees (HKD100)
Average Replacement Cost: _____
Checked by: _____ on _____

Notebook Computer

Handled and recorded by: _____ on _____
Set In-process/lost/damaged# by: _____ on _____
Sent to SYS on _____

Global block set by: _____ on _____

Returned to Library on: _____ by Borrower SYS
Withdrawn on: _____
Charges settled on: _____

Global block removed by: _____ on _____

#Please delete as appropriate