

# HONG KONG METROPOLITAN UNIVERSITY LIBRARY

## Application Form for Library Reader's Ticket / Borrower's Ticket / Deposit Refund (HKMU Graduates) (see Note 1 overleaf.)

### **Before submitting the application, please ensure that you have:**

- 1) collected your graduate certificate
- 2) updated your personal particulars in "MyHKMU"
- 3) prepared the original bank receipt
- 4) prepared a recent colour photo (see Note 4c overleaf.)

For Office Use	
Ticket Number:	
Received form on:	
Replied via email / phone on:	
Checked HKID Card by:	

### **Personal Data (Privacy) Notice**

The personal information provided by you on this form is for the purpose of processing the application and for Library/University administration. Failure to provide such information may result in our inability to process your application. 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

### **I. LIBRARY TICKET APPLIED**

- Reader's Ticket     New Application (\*1 / 2 years)     Renewal (\*1 / 2 years)     Replacement     Refund of Deposit (see Note 7 overleaf.)
- Borrower's Ticket     New Application (\*1 / 2 years)     Renewal (\*1 / 2 years)     Replacement

### **II. PERSONAL PARTICULARS** (The information provided should be the same as that in the University records. (See Note 8 overleaf.))

<u>Surname</u>	<u>First Name</u>	<u>Name in Chinese</u>	<u>Personal E-mail</u>
*Prof./Dr./Mr./Mrs./Ms./Miss			
<u>HKMU Student No.</u>	<u>Year of Graduation</u>	<u>Programme</u>	

### **III. DECLARATION**

- I declare that the information provided herein is true and correct to the best of my knowledge.
- I agree to abide by all library regulations and conditions including those governing the issue of library tickets.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\* Please delete whichever is inapplicable.

### **IV. ACKNOWLEDGE RECEIPT OF THE LIBRARY READER'S TICKET / BORROWER'S TICKET / PHOTO / CHEQUE**

- I acknowledge receipt of the Library Borrower's Ticket (Ticket no.: \_\_\_\_\_).
- I acknowledge receipt of the Library Reader's Ticket (Ticket no.: \_\_\_\_\_).
- I acknowledge receipt of the submitted photo.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- I acknowledge receipt of the deposit refund HKD500 (Cheque no.: \_\_\_\_\_).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Notes on Application for Library Ticket

1. HKMU "Graduate" means "a person" (a) on whom a degree has been conferred by the University; or (b) whose name has appeared on the list of successful candidates for an academic award, published in accordance with the regulations prescribed by the Senate, and who is awaiting the conferment of that degree. LiPACE programmes are not included.
2. Application form can be obtained online via the HKMU Library Homepage (<http://www.hkmu.edu.hk/lib>), or from the Service Counter of the Hong Kong Metropolitan University Library, Main Campus, 30 Good Shepherd Street, Ho Man Tin, Kowloon, Hong Kong.
3. Pay the annual fee to **Account Number 0128110000105** at any branch of the Bank of China or any BOC affiliated banks. The bank receipt should be drawn in favour of "**HONG KONG METROPOLITAN UNIVERSITY**".
4. Submit, **in person or by mail**, the following to the Service Counter of the Hong Kong Metropolitan University Library, Main Campus, 30 Good Shepherd Street, Ho Man Tin, Kowloon, Hong Kong:
  - a. the completed application form, and
  - b. the original bank receipt, and
  - c. a recent colour photo showing full frontal face (minimum size 3.2 x 3.6 cm) with your name on the back. The photo will be returned to you after your application has been processed.
5. The Reader's/Borrower's Ticket is normally ready in 7 working days for new or renewal application and you will be notified via email or phone once the Library Ticket is ready for collection. Please bring along your HKID Card for identity verification.
6. The Librarian reserves the right to approve an application or not.
7. Deposit, if any, is refundable after returning your Reader's Ticket to the Library. Such request for refund must be made within 1 year of the expiry of the Ticket. Requests made after the 1-year period will not be accepted. Any expired and unclaimed deposits will be forfeited and used by the University at its discretion. The deposit refund cheque will normally be ready within one month and you will be informed to collect the cheque and renewed ticket, if applicable, in person via email.
8. Please update your personal information in the University record as appeared in MyHKMU for all applications. If you have forgotten your student number/user ID of MyHKMU, please contact the Student Records Office of HKMU at Tel: 2768 6623 or email: [regrec@hkmu.edu.hk](mailto:regrec@hkmu.edu.hk). If you have forgotten your password, please reset it or contact the HKMU Information Technology Office at Tel: 2711 2100 or email: [itohelp@hkmu.edu.hk](mailto:itohelp@hkmu.edu.hk).
9. The charge for library ticket replacement is HKD50.
10. The Library ticket is the property of the Hong Kong Metropolitan University Library and should be returned to the Library on expiry or termination of status, whichever is the earlier.

### Fees of HKMU Library Tickets (for HKMU Graduates)

Users	Annual Ticket Fees	
	Reader's Ticket	Borrower's Ticket
HKMU Graduates	HKD50	HKD1,000

<b>FOR OFFICE USE</b>		
Valid till _____	Approved by: _____	on _____
Fees Collected: Annual Fee, HKD _____		
Processed on: _____		