The Hong Kong Academy for Performing Arts Libraries

Library Borrowing Card Application Form
(Academy Graduate)

1. Complete Part I in BLOCK Letters and return the form to the Academy Library.
2. Academic Qualification to be certified by the Academic Services Office.
3. Settle payment for the Annual Fee and Deposit at the Cashier of the Finance Department. Cheque should be made payable to "The Hong Kong Academy for Performing Arts". (Please provide a copy of valid Alumni Membership Card to enjoy 50% discount on annual fee.)
4. Return the completed form with payment receipt to the Academy Library.

Library will inform you on photo-taking arrangement.

Please note that the office hours of the Academic Services Office and the Cashier of the Finance Department may differ from that of the Academy Library. If you have any question, please call 2584-8510.

Part I

Surname: (Prof, Dr, Mr, Miss, Ms, Mrs)	First Name:
Name in Chinese (if any):	Academy ID No.:

Tel No.: _____(Home) _____(Mobile)

Address:

Email Address:

Declaration

I understand that when using electronic resources provided by the Academy Libraries, I shall comply with the terms and conditions of use of these electronic resources. I am fully responsible for any legal consequences concerning the terms and condition that may arise.

I undertake to indemnify the Academy any liability incurred should a dispute concerning copyright infringement arise.

I understand that I shall be responsible for any loss or damage of the library materials loaned and shall be charged the cost of replacement plus accumulated fine. The Academy Library reserves the right to deduct unsettled amount from my deposit or take further action to recover the cost.

Signature _____ Date _____

For Academic Services Office Use   ❑ *Renewal*

Academic Qualification: Graduation Year: _____

                            School/Programme: _____   _____
                                                                      (please stamp to certify)

To	**:**	**Cashier, Finance Department**
From	**:**	**Academy Library**

Please receive the following payment from:

Name: _____

Academy ID No: _____

DLGS	❑	Library Card Deposit	$500
MLCA	❑	Library Card Annual Fee	$200
MLCA	❑	Library Card Annual Fee	$100 (a copy of valid Alumni Membership Card provided)

Library Staff Signature: _____

For Office Use Only

__New Application__
- ❑ Receipt Attached
- ❑ Issue Photo Taking Slip/ Submit e-photo to library@hkapa.edu*

__Renewal - With Library card [Graduate Borrowing]__
- ❑ Receipt Attached
- ❑ Collect Library Card (Renewed Card will be ready in 2 working days)

__Renewal - Without Library card [Graduate Borrowing]__
Check System for relevant "Card ID Note"
- ❑ Receipt Attached
- ❑ With relevant note, treat as Lost Card → issue "**Card Replacement Form**"
- ❑ Without relevant note, **Issue Photo Taking Slip/ Submit e-photo to library@hkapa.edu***

Checked by: _____Date: _____

To be filled by LO(Access):

Patron Barcode: _____

Expiry Date: _____

Data file sent to FSC on : _____

Processed by : _____

Access Control updated by : _____

Door Group activated by: _____   Approved by: _____

                                                                                              (Librarian)

*Delete as appropriate.