

The Hong Kong Academy for Performing Arts Libraries
Temporary Library Borrowing Card (Jul – Sep 2022) Application Form

1. Complete Part I in BLOCK Letters. To complete Part II, you are required to seek an endorsement from the Dean of School or Head of Department.
2. Return the completed form to the Academy Library.

Library will inform you on photo-taking arrangement.

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.:	HKID No.:
Address:		Tel No.:
Email Address:		
Period Applied for: From ____ / ____ / ____ to ____ / ____ / ____ <small style="margin-left: 100px;">dd mm yyyy</small> <small style="margin-left: 100px;">dd mm yyyy</small>		
Reason for Applying: _____		
Expected Date of Assuming Duty: ____ / ____ / ____ <small style="margin-left: 100px;">dd mm yyyy</small>		
<u>Declaration</u>		
<i>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>		
<i>I undertake to indemnify the Academy any liability incurred should a dispute concerning copyright infringement arise.</i>		
<i>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.</i>		
Signature _____ Date _____		

Part II

To be completed by the Dean of School / Head of Department	
I, _____, Dean / Head of _____ hereby certify	<small style="margin-left: 100px;">Name in Block Letter</small> <small style="margin-left: 100px;">Name of School / Dept</small>
that the information in Part I is true and correct and I support his/her application.	
Signature: _____ Date: _____	

For Office Use Only

Old Staff

- Library Card Collected
- Inform staff to collect card in 2 working days

Patron Barcode: _____

Approved by:

Expiry Date: _____

Expiry Date in Access Control: _____

(Librarian)

New Staff

- HKID Card Checked
- Photo-taking Slip Issued

Data file sent to FSC on: _____

Processed by: _____

Form Received by: _____

Access Control updated by: _____

Date: _____

Door Group activated by: _____

Fulfillment of Academy's Vaccination Requirement

Part I: to be completed by the applicant

Part II: to be verified by the School's or Unit's Office

Part I

I have fulfilled the Academy's vaccination requirement by ("tick" to indicate):

<input type="checkbox"/>	3 doses of vaccine
<input type="checkbox"/>	2 doses of vaccine (if within 6 months from 2 nd dose) Date of 2 nd dose: _____
<input type="checkbox"/>	Recovery QR code The QR Code is valid until: _____

Part II

<p>The information in Part I is true and correct.</p> <p>School / Unit Chop: _____</p> <p>Checked by: _____</p>
