

# The Hong Kong Academy for Performing Arts Libraries

## Library Card Application Form (EXCEL Full-time Staff)

1. Complete: Part I in BLOCK letters.  
Part II, seek endorsement from the General Manager of EXCEL.
2. If you are applying for a borrowing card, a \$500 refundable deposit is required.\*
3. Submit the completed application form to the Academy Library in person with **(payment receipt for Borrowing Card deposit), your EXCEL Staff Card, and 1 passport-sized photo.**
4. Collect your Library Card 3 working days after submission.
5. If you have any question, please call 2584-8510.

\* Please bring the completed application to the Circulation Counter of the Academy Library for payment instruction.

Payment has to be made at the Cashier of the Finance Department. If you are writing a cheque, it should be made payable to "The Hong Kong Academy for Performing Arts".

### Part I

Application for a : <input type="checkbox"/> Borrowing Card (\$500 refundable deposit is required) OR <input type="checkbox"/> Reading Card		
Surname: (Prof, Dr, Mr, Miss, Ms, Mrs)	First Name:	Name in Chinese (if any):
Telephone Number: _____ (Mobile) _____ (Home)		
Type of Staff: <input type="checkbox"/> Full-time Staff <input type="checkbox"/> Part-time Staff	Contract Duration: From _____/_____/_____ to _____/_____/_____	
DD MM YYYY DD MM YYYY		
Email Address [Library notification will be sent to you via email]: _____		
<b>Declaration</b>		
<p><i>I understand that I shall be responsible for any loss or damage of checked out library materials 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></p>		
Signature: _____ Date: _____		

### Part II

#### To be completed by the General Manager of EXCEL

I, \_\_\_\_\_, hereby certify that the information in Part I is true and correct and

Name in Block Letter

I support his/her application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Office Use Only

<input type="checkbox"/> Part I and II Completed	<input type="checkbox"/> Application Quota Checked by LAI(Circ)	Approved by:
<input type="checkbox"/> Receipt Attached (for Borrowing Card)	Patron Barcode: _____	_____
<input type="checkbox"/> 1 Passport-sized Photo Collected	Expiry Date: _____	(Librarian)
<input type="checkbox"/> EXCEL Staff Card ID No. <u>2 2</u> _____	Processed by: _____	
Checked by: _____	Access Control updated by: _____	
Date: _____	Door Group activated by: _____	

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**To : Cashier, Finance Department**

**From : Academy Library**

Please receive payment of \$500 (Account Code: DLGC) from the Applicant: \_\_\_\_\_  
for borrowing card deposit.

\_\_\_\_\_ (Library Staff Signature)