The Hong Kong Academy for Performing Arts Libraries

Library Borrowing Card Application Form
(Part-Time Academic Staff)

1. Complete Part I in BLOCK Letters.
2. Contract Duration to be verified by Human Resources Office.
3. 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):
Tel No.: _____(Home) _____(Mobile)		
Email Address [Library notifications will be sent to you via email]:		

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 Human Resources Use

Contract Duration: From _____/_____/_____ to _____/_____/_____
dd mm yyyy dd mm yyyy

School / Department: _____

Academy ID No.: _____

Verified by: _____ Designation: _____

For Office Use Only

New Application

❑ Issue Photo Taking Slip

Renewal - With Library card [Part Time Academic Staff]

❑ Collect Old Library Card (Card will be ready in 2 working days)

Renewal - Without Library card [Part Time Academic Staff]

Check System for relevant "Card ID Note"

❑ With relevant note, treat as Lost Card → issue "**Card Replacement Form**"

❑ Without relevant note, **Issue Photo Taking Slip**

Checked by: _____ Date: _____

Patron Barcode: _____

Expiry Date: _____

Expiry Date in Access Control: _____

Data file sent to FSC on : _____

Processed by: _____

Access Control updated by: _____

Door Group activated by: _____

Approved by: _____
(Librarian)