

# The Hong Kong Academy for Performing Arts Libraries

## Library Borrowing / Reading Card Application Form (Former Full-Time Staff Member\*)

1. Complete Part I in BLOCK Letters and return the form to the Academy Library.
2. Years of service in the Academy to be certified by Human Resources Office.
3. Settle payment for Deposit (for Borrowing Card only) at the Cashier of the Finance Department. Cheque should be made payable to "The Hong Kong Academy for Performing Arts".
4. Return the completed form with payment receipt (if any) to the Academy Library.

**Library will inform you on photo-taking arrangement.**

If you have any question, please call 2584-8510.

\* **To be eligible to apply, applicant must have worked FULL-TIME for the Academy 10 years or above.**

**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):	Tel No.: _____ (Mobile)
Academy ID No.:	_____ (Office)
Address:	
Current Employer:	Position:
Office Address:	
Email Address:	
<u>Declaration</u>	
<p><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></p> <p><i>I undertake to indemnify the Academy any liability incurred should a dispute concerning copyright infringement arise.</i></p> <p><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></p>	
Signature _____ Date _____	

<b>For Human Resources Use</b>	
I certify that the above person had been a full-time employee of the Academy for over 10 years.	
Service Duration: From ____ / ____ / ____ to ____ / ____ / ____ <span style="font-size: small; margin-left: 40px;">dd    mm    yyyy                    dd    mm    yyyy</span>	
Verified by: _____ Designation: _____	

PTO

-----CUT HERE-----

<b>To</b>	:	<b>Cashier, Finance Department</b>
<b>From</b>	:	<b>Academy Library</b>
Please receive the following payment from:		
	(Name)	_____ (Academy ID No) _____
DLGS	<input type="checkbox"/>	Library Card Deposit \$500      Library Staff Signature: _____

**For Office Use Only**

**New Application**

- HKID Checked
- Receipt Attached (if any)
- Issue Photo Taking Slip

**Renewal - With Library card [Former Full-time Reading / Borrowing]**

- HKID Checked
- Receipt Attached (if any)
- Collect Old Library Card (Card will be ready in 2 working days)

**Renewal - Without Library card [Former Full-time Reading / Borrowing]**

Check System for relevant "Card ID Note"

- HKID Checked
- Receipt Attached (if any)
- With relevant note, treat as Lost Card → issue "Card Replacement Form"
- Without relevant note, **Issue Photo Taking Slip**

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

---

**To be filled by LAI(Circ):**

Patron Barcode: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Data file sent to FSC on: \_\_\_\_\_

Processed by : \_\_\_\_\_

Access Control updated by : \_\_\_\_\_

Door Group activated by: \_\_\_\_\_

Approved by: \_\_\_\_\_

(Librarian)