

The Hong Kong Academy for Performing Arts Libraries

Library Reading Card Application Form (Non-Academy Member)

1. Complete Part I in BLOCK Letters. To complete Part II, you are required to seek an endorsement from a member of the Academy (Full Time Lecturer grade or above) and submit a letter from your employer/institution stating the need for using the HKAPA Libraries.
2. Return the form to the Academy Library.
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".
4. Return the completed form with payment receipt 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):
HKID Card No.:	Academy ID No.(if any):	Sex:
		Tel No.: _____(Office) _____ (Mobile)
Home Address:		
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 _____

Part II

To be completed by member of the Academy	
I, _____, hereby certify that the information in Part I is true and correct and I support his/her application.	
Designation: _____	School/Department: _____
Signature: _____	Date: _____

For Office Use Only

<input type="checkbox"/> HKID Card Checked <input type="checkbox"/> Supporting Document <input type="checkbox"/> Receipt Attached <input type="checkbox"/> Photo-taking Slip Issued	Patron Barcode: _____ Expiry Date: _____ Data file sent to FSC on : _____	Approved by: _____ _____ (Librarian)
Checked by: _____	Processed by: _____	
Date: _____	Access Control updated by: _____	
	Door Group activated by: _____	

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To	:	Cashier, Finance Department	
From	:	Academy Library	
Please receive the following payment from:		_____ (Name of Applicant)	
MLCA	<input type="checkbox"/>	Library Card Annual Fee	\$1,000
			_____ (Library Staff Signature)