

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

- Please refer to overleaf for personal information collection statement.

Part I

PTO

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

Form FFTS 2025

Personal Information Collection Statement

The personal data provided in this form will be used for processing your application for a library card, providing access to library facilities and services, compiling library statistics, and maintaining your record. Your data may be shared with relevant departments (e.g. Accounts Office, Registry) of the Academy solely to resolve outstanding fines or other obligations. Provision of personal data is voluntary. If you do not provide sufficient information, the Library may not be able to process your application or contact you. Outdated data will be destroyed in accordance with the Library's retention policy. To access or correct personal data held by the Library, please contact us by email at library@hkapa.edu.

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)