

The Hong Kong Academy for Performing Arts Libraries

Library Borrowing Card Application Form (Junior Student)

Apply only if you are (a) Junior students of the School of Music; and
(b) EITHER over 16 OR currently enrolled in Advanced Musicianship Programme

1. Complete Part I and Part II in BLOCK Letters and return the form to the Academy Library

Visit the HKAPA between 9:00 a.m. and 5:00 p.m. on Monday to Friday or between 9:00 a.m. and 12:30 p.m. on Saturday for the following:

2. You are required to show your HKID and copy of your parent's HKID for verification at the Circulation Counter of the Academy Library.
3. Settle payment for the 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 and with copy of student ID card.

Library will inform you on photo-taking arrangement.

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

Please refer to overleaf for personal information collection statement.

Part I: Particulars of Applicant

Surname:		First Name:	
Name in Chinese (if any):		Date of Birth:	Age:
School in HKAPA:		Academy ID No.:	
Mobile (preferred) / Home phone number:			
Email Address:			

Part II: Particulars of Applicant's Parent

Surname (Prof, Dr, Mr, Miss, Ms, Mrs):		First Name:	
Name in Chinese (if any):			
Mobile (preferred) / Home phone number:			
Address:			
<u>Declaration</u> <i>I understand that I shall be responsible for any loss or damage of the library materials loaned to my child and shall be charged the cost of replacement plus any accumulated fine. The Academy Library reserves the right to deduct unsettled amount from my deposit or take appropriate/further action to recover the cost.</i>			
Signature _____		Date _____	

PTO

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To : Cashier, Finance Department
From : Academy Library

Please receive the following payment from:

Name:

Academy ID No: _____

DLJS ☐ Library Card Deposit \$500

Library Staff Signature: _____

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

- ☐ The Applicant **is** a student of **School of Music**
- ☐ Accept application **only if** the applicant is:
 - ☐ **OVER 16**
 - OR** ☐ **On the Advanced Musicianship Programme Checklist**
- ☐ **A copy** of the Student ID Card is Collected
- ☐ HKID Card of the Student and Parent Checked (Copy **NOT** required)
- ☐ Cheque Received/ Receipt Attached*
- ☐ Issue Photo Taking Slip/ Submit e-photo to library@hkapa.edu*

Re-Application - With Library card [Junior Borrowing] (Only applicable to applicant over 16)

- ☐ **A copy** of the Student ID Card is Collected
- ☐ Cheque Received/ Receipt Attached*
- ☐ Collect Old Library Card (Card will be ready in 2 working days)

Checked by: _____ Date: _____

To be filled by LO(Access):

Patron Barcode: _____

Expiry Date: _____

Data file sent to FSC on : _____

Processed by : _____

Access Control updated by : _____

Door Group activated by: _____

Approved by: _____

(Librarian)

*Delete as appropriate.