The Hong Kong Academy for Performing Arts Libraries

<u>Library Reading Card Application Form</u>
(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.   Return the completed form 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 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.

Signature _____ Date _____

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)

❑   Issue Photo Taking Slip/ Submit e-photo to library@hkapa.edu*

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

❑   **A copy** of the Student ID Card is Collected

❑   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.