



## Reader's / Borrower's Card for Retired Staff Members -- Application Form

**Eligibility:** Retired staff members of the University and their spouses who possess the Courtesy Identity Card issued by the University may apply for a Reader's or Borrower's Card.

**Loan Privileges:** Loan quota: 40 items / Loan period: 30 days for circulation books. (For other library materials, please check with the respective service counters for the loan period.)

**Notes:**

- (1) A deposit of HK\$500 is required for each Borrower's Card issued. Please get a bank-in slip from the Circulation Counter.
- (2) The applicant must come in person to the Circulation Counter and bring with him/her the following:
  - (a) His/her Courtesy Identity Card
  - (b) Completed application form
  - (c) Recent photo (1"x1.5")
  - (d) Bank-in receipt of \$500 deposit (for application of Borrower's Card only)
- (3) The Card will be available for pick-up at the Circulation Counter in 4 working days (excluding Saturdays, Sundays and Public Holidays) after the Library formally receives the application form and all the necessary documents over the Counter.

Application for		<input type="checkbox"/> Reader's Card	<input type="checkbox"/> Borrower's Card	(please select by ✓)
<b>Last Name</b> (Prof / Dr / Mr / Ms)			<b>First Name</b>	
<b>Name in Chinese</b> (if applicable)			<b>Courtesy ID Card No.</b>	
<b>Contact Phone No.</b>			<b>Post / Dept.</b>	
<b>Home Address</b>				
<b><u>Notifications will be sent to you BY EMAIL</u></b>				
<b>Email Address</b> _____				

I hereby authorize the Library to use the above information to process my application. I have read the *Privacy Policy Statement (PPS)* and *Personal Information Collection Statement (PICS)* of the Library as stated overleaf. I will inform the Library should there be any changes in the above information. I accept the Terms of Use for the Card (<http://www.cityu.edu.hk/lib/service/courtesycard.htm>) and I agree to abide by the Library's regulations currently in force.

Signature of Applicant: \_\_\_\_\_

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

## **Privacy Policy Statement (PPS)**

The Run Run Shaw Library is committed to meeting the standard of personal data privacy protection, in compliance with the requirements of the Personal Data (Privacy) Ordinance. Our privacy policy and practices conform to the guidelines of the University's Privacy Policy Statement (<http://www.cityu.edu.hk/cityu/geninfo/privacy.htm>).

## **Personal Information Collection Statement (PICS)**

### **Purpose and manner of collection**

- Personal data collected from you will be used for the purpose of:
  - authenticating you as an eligible user for restricted library resources and services.
  - processing your requested services and materials.
- The Library will only collect the minimum personally identifiable information.
- The submission of personal data is voluntary. However, insufficient personal data may prevent the Library from delivering the requested services and materials.

### **Retention and use of data**

- Only authorized Library staff with assigned passwords may access personal data for the purpose of performing library work.
- We will not disclose any personal data we collect from you to any other party in a manner that would identify you except where required by law.

### **Access to personal data**

- You have the right to request access to and correction of information about yourself held by the Library.
- If you wish to correct your personal details or circulation records in the Library system, please approach the Circulation Counter of the Library or ring 3442-8316.