

Application for Loan Privileges by Spouses of Full-time Staff Members

Eligibility: Spouses* of CityU full-time staff members

* *Spouses must be CityU Spouse Card Holders*

Loan Privileges: Loan Quota: 10 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) Loan privileges, if granted, are based on the Library's discretion. The Library reserves the right to alter the loan privileges, if deemed necessary, without prior notification.
- (2) Spouse of staff member who is going to depart CityU in 15 days will not be granted the loan privileges and therefore should not apply.
- (3) Eligible applicants may start borrowing library materials with their CityU spouse cards 2 working days after submission of the application.

| Staff Information | | | |
|--|--|--------------|--|
| Last Name | | First Name | |
| Department | | CityU ID No. | |
| Spouse's Information | | | |
| Last Name | | First Name | |
| Contact Phone No. | | | |
| CityU Spouse Card ID No. | | | |
| Correspondence Address | | | |
| <u>Notifications will be sent to you BY EMAIL</u> | | | |
| Email Address _____ | | | |

I hereby authorize the Library to use the above information to process my application for the loan privileges. 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 and I understand that granting me the loan privileges is at the discretion of the Library. I agree to abide by the Library's regulations currently in force.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

The completed form should be returned to the Circulation Counter of the Library. Any enquiries can be directed to 3442-5734 or 3442-5740 or lbcirres@cityu.edu.hk

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 3442-5734 or 3442-5740.