Run Run Shaw Library  
City University of Hong Kong  
Reported Loss / Replacement of Library Ticket

### Personal Particulars

<table>
<thead>
<tr>
<th>Name (as shown on HKID Card / Passport):</th>
<th>HKID Card / Passport* No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[中文姓名]:</td>
<td></td>
</tr>
<tr>
<td>Contact Telephone No.:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

### Service Requested

- [ ] Reporting Loss of Library Ticket ONLY
- [ ] Requesting Library Ticket Replacement ONLY (See application details below)
- [ ] Reporting Loss and Requesting Library Ticket Replacement (See application details below)

### Type of Library Ticket for the Requested Service

- [ ] JULAC Card  
  Staff/Student* ID.: [ ]
- [ ] Alumni Library Ticket  
  CityU Alumni ID.: [ ]
- [ ] Borrower’s Ticket  
  Ticket No.: [ ]
- [ ] Reader’s Ticket  
  Ticket No.: [ ]
- [ ] Friends of the Library Member  
  Name of Organization/School (for Corporate/Secondary School Members): [ ]

### Declaration

I hereby declare that I have failed to find my CityU Library Ticket despite my exhaustive search, and that it is no longer in my possession. Should the Ticket subsequently be found, I shall return it to the Library immediately.

**Signature:** [ ]  
**Date:** [ ]

### Application Details for the Replacement of Library Ticket

A replacement ticket for accessing the Library before your current service valid period expires may be applied by submitting the following to the Library.

1. The above application form duly signed by you.
2. A recent photo (1” x 1 1/2”).
3. The Customer Copy of Hang Seng Bank HKD Account Deposit Form (after depositing the amount below into the account of the City University of Hong Kong [A/C. No.: 293-318028-003]).

   - JULAC Card: HK$50
   - Alumni Library Ticket – Reader / Borrower: HK$50
   - Borrower’s Ticket: HK$100
   - Reader’s Ticket: HK$100
   - Friends of the Library Member: HK$100

**In Person:** Please approach the Circulation Counter of the Library with the above items.

**By Mail:** Please mail the above items to this address [you will be notified by email when the ticket is issued]:

Access Services Section, Run Run Shaw Library, City University of Hong Kong, Kowloon Tong (Replacement of Library Ticket).

A new ticket 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 all the application documents. You are required to present your HKID Card / Passport when collecting the ticket at the Circulation Counter.

### Office Use Only

<table>
<thead>
<tr>
<th>Received &amp; Updated By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed By:</td>
<td>Replacement Ticket No.:</td>
</tr>
<tr>
<td></td>
<td>Date of Issue:</td>
</tr>
</tbody>
</table>

*delete as appropriate*