

The Hong Kong Academy for Performing Arts Libraries

Library Borrowing Card Application Form (Non-Academy Member)

1. Complete Part I in BLOCK Letters. To complete Part II, you are required to seek an endorsement from a member of the Academy (Full Time Lecturer grade or above) and submit a letter from your employer/institution stating the need for using the HKAPA Libraries.
2. Return the form to the Academy Library.
3. Settle payment for the Annual Fee and 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.

Library will inform you on photo-taking arrangement.

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

Part I

Surname: (Prof, Dr, Mr, Miss, Ms, Mrs)		First Name:		Name in Chinese (if any):	
HKID Card No.:		Academy ID No.(if any):		Sex:	
Home Address:				Tel No.: _____(Office) _____ (Mobile)	
Employer:				Position:	
Office Address:					
Email Address:					
<u>Declaration</u>					
<p><i>I understand that when using electronic resources provided by the Academy Libraries, I shall comply with the terms and conditions of use of these electronic resources. I am fully responsible for any legal consequences concerning the terms and condition that may arise.</i></p> <p><i>I undertake to indemnify the Academy any liability incurred should a dispute concerning copyright infringement arise.</i></p> <p><i>I understand that I shall be responsible for any loss or damage of the library materials loaned and shall be charged the cost of replacement plus accumulated fine. The Academy Library reserves the right to deduct unsettled amount from my deposit or take further action to recover the cost.</i></p>					
Signature _____ Date _____					

Part II

To be completed by member of the Academy

I, _____, hereby certify that the information in Part I is true and correct and I support his/her application.

Designation: _____ School/Department: _____

Signature: _____ Date: _____

For Office Use Only

- HKID Card Checked
- Supporting Document
- Receipt Attached
- Photo-taking Slip Issued

Patron Barcode: _____

Approved by:

Expiry Date: _____

Data file sent to FSC on : _____

(Librarian)

Checked by: _____

Processed by: _____

Date: _____

Access Control updated by: _____

Door Group activated by: _____

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To : Cashier, Finance Department
From : Academy Library

Please receive the following payment from: _____(Name of Applicant)

DLGS Library Card Deposit \$500
MLCA Library Card Annual Fee \$3,000

(Library Staff Signature)