



# 香港科技大學圖書館

## Hong Kong University of Science & Technology Library

### LIBRARY CARD APPLICATION FORM

#### Non-HKUST Staff on Campus

Name: \_\_\_\_\_ (in Chinese: \_\_\_\_\_)  
(Family) (Given)

HKID No.: \_\_\_\_\_ Tel:(O) \_\_\_\_\_ (H) \_\_\_\_\_ (M) \_\_\_\_\_

Name of Business on campus: \_\_\_\_\_ Fax: \_\_\_\_\_

Position: \_\_\_\_\_ Contract expiration date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Office / Contact Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Send correspondence to: [ ] Home [ ] Office [ ] E-mail

#### Please submit the following:

1. One recent photograph (1" x 1.5")
2. A cheque for HK\$250 payable to Hong Kong University of Science & Technology. Please do not send cash.

Remarks: • Applicant is requested to come to the Library and sign for the Library Card in person  
• The Library reserves the right to reject any application

Applicant's

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

#### ***For Office use only***

Valid Until: \_\_\_\_\_ Date of issue: \_\_\_\_\_

Librarian's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hong Kong University of Science & Technology Library

### LIBRARY PRIVILEGES AND RESPONSIBILITIES

#### for Non-HKUST Staff on Campus

Contract employees of organizations located on campus may renew the card each year at no additional charges. The card holder

- may have up to ten books charged out at one time. Books circulate for four weeks, subject to recall after two weeks and may be renewed twice.
- may not check out periodicals or reserve materials; nor borrow materials through interlibrary loan.
- may search the Library's subscribed databases, subject to licensing restrictions.
- Will be charged HK\$100 for card replacement. Fines will be levied for overdue and lost materials.

#### **Internet Access to the Library Catalog**

The Library Catalog and other resources can be accessed through the Web at <http://library.ust.hk/> or via Telnet at [ustlib.ust.hk](http://ustlib.ust.hk). Access to subscribed databases will not be available.

Please return completed form to Circulation Department, Library, HKUST, Clear Water Bay, Kowloon. For more information contact the Circulation Department at 2358-6777 or e-mail to [lbcirc@ust.hk](mailto:lbcirc@ust.hk)

*Information collected on this form is required for the Library to process your request. HKUST Library will treat this information as confidential and will not disclose it to external organizations unless required to do so by law.*