



Eligibility

- Contract employees of organizations located on campus may apply for a borrower card for entering the Library.

Library Privileges for Individuals

- Card holders are required to enter the Library via G/F. They cannot stay in the Learning Commons (LG/1) when the Library closes.
- Card holders may search the Library's subscribed databases on campus, subject to licensing restrictions.
- Card holders 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. Fines will be levied for overdue and lost materials.
- Card holders may not check out periodicals or reserve materials; nor borrow materials through interlibrary loan.

Fees

- Borrower card (HK\$250/year, renewal at no charge)

Application Procedures

- Completed application form should be accompanied by (1) a recent photo, (2) copy of appointment letter and (3) a crossed cheque payable to Hong Kong University of Science & Technology, and sent to the Circulation Department, Library, HKUST, Clear Water Bay, Kowloon.
- The Library will reply within 5 working days upon receipt of the application.
- For enquiry, please contact the Circulation Department at 2358-6777 or email to lbcirc@ust.hk

Terms and Conditions

- Request will be considered on an individual basis. The Library reserves the right to reject any new/renewal applications.
- All fees paid are non-refundable and non-transferable.
- The Library cards are not transferable.
- HK\$100 will be charged for card replacement.
- Return cards to the Library upon completion or termination of employment.
- All library notices will be sent by email only.
- The HKUST Library reserves the right to revise the above arrangement whenever it deems necessary and appropriate.

Library Privacy Policy Statement

- The Library will only collect the minimum personally identifiable information necessary for providing effective services and resources to our users.
- The Library will only keep the personal data of valid Library users. Expired user records will be deleted periodically.
- Personal data held by the Library will be kept confidential. Only authorized Library staff with assigned password may access personal data stored in our computer system for the purpose of performing library work.
- The Library may provide such data to the University for administrative and academic purposes. 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 or in order to fulfill your service request.

Hong Kong University of Science & Technology Library

Library Application Form for Non-HKUST Staff on Campus (Borrower)

Surname: _____ Given name: _____ Chinese Name: _____

Name of Business on Campus: _____

Position: _____ Contract Expiry Date: _____

Correspondence Address: _____

_____ Email: _____

HKID No.: _____ Tel: (H) _____ (M) _____

Card Type:

Borrower (\$250/year)

Application Type:

New

Renewal

Replacement

Declaration

- I declare that the information provided herein is true and correct.
- I agree to abide by all conditions governing the issue of the Library card.
- I have read and understood my library privileges and responsibilities.
- I shall comply with all Library regulations currently in force.

Corporation Head's

Signature: _____

Company

Chop: _____

Applicant's Signature: _____ Date: _____

Office Use Only

Approved: Yes No

Valid Until: _____ Date of Issue: _____

Librarian's Signature: _____