



# 香港科技大學圖書館

## Hong Kong University of Science & Technology Library Library Card for Corporates (Borrower)

### Eligibility

- Organizations outside the HKUST community with research need may apply for a borrower card for entering the Library.

### Library Privileges for Organizations

- 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 twenty-five 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, reserve, or media materials; nor borrow materials through interlibrary loan.

### Fees

- Borrower card (HK\$5,000/year)

### Application Procedures

- Completed application form should be accompanied by 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.
- All library notices will be sent by email only.
- The representative of the organization will be responsible for fines levied for overdue and lost materials.
- 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 Corporates (Borrower)

Name of organization: \_\_\_\_\_

Representative's

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_ Chinese name: \_\_\_\_\_

Position: \_\_\_\_\_ HKID No.: \_\_\_\_\_

Office Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: (O) \_\_\_\_\_ (Fax) \_\_\_\_\_

Reasons of application: \_\_\_\_\_

Research area: \_\_\_\_\_

Application Type:

New

Renewal

Replacement

### Declaration

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

Representative's

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

Company

Chop: \_\_\_\_\_

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

### Office Use Only

Approved:  Yes  No

Valid Until: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

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