

港專研學館
HKCT ACADEMIC PAVILION

Confidentiality

借閱人士申請表
Borrower Registration Form

填寫前須注意事項 PLEASE READ BEFORE FILLING IN THE FORM

1. 申請前請先細閱圖書館規則。
2. 請在適當之空格內填上「」別號。
3. 個人資料如有更改，閣下有責任盡快以書面通知本館或親到本館辦理資料更改手續。
4. 除非持證人已書面向圖書館報失，否則仍須對其他人士憑該遺失之證件借取的任何圖書館資料負責。

1. Please read the *Library Regulations* carefully before the registration.
2. Put a "✓" inside the box where appropriate.
3. You have the responsibility to inform the Library in writing or in person for any updated personal information.
4. Except a cardholder has reported losing of his/her student/staff card in writing to the Library, he/she has to be responsible for any loaned items due to his/her lost card.

個人資料 PERSONAL INFORMATION

中文姓名 (if applicable)

Name in Chinese

性別

男 Male

Gender

女 Female

英文姓名

Name in English

職員 Staff: 非教學 Non-teaching / 教學 Teaching ; 全職 Full-time / 兼職 Part-time

學部 Centre: DDTB (Design/ IT/ Business) DHSS DLGS (Language/ DYJ) DSF DTH CIE
 成教AEC 職訓SVT CTIHE-DSS CTIHE-DED

其他 Others (請註明 please specify) _____ 職員編號 Staff No. _____

學生 Student: 全職 Full-time / 兼職 Part-time

學部 Centre: DDTB (Design/ IT/ Business) DHSS DLGS (Language/ DYJ) DSF DTH CIE
 成教AEC CTIHE-DSS CTIHE-DED

課程名稱 / 編號

學生編號

Course name / Code

Student No.

電郵地址

E-mail

如閣下未能提供電郵地址，將不能享有由圖書館提供的「逾期還款通知」、「預約資料通知」服務及不能收取其他圖書館通告。
If you could not provide an E-mail address, you will NOT be able to receive overdue, hold and other library notices.

電話 Tel 住宅 Home 手提 Mobile 公司 Office

讀者條碼和預設密碼為職員編號 (職員適用) / 讀者條碼和預設密碼為學生編號 (學生適用)，請進入港專研學館線上目錄 <http://library1.hkct.edu.hk/slsbin/webopac.exe>，登入借閱紀錄以更新個人密碼。

Staff number will be your username and preset password for staff / Student number will be your username and preset password for student. Please access HKCT Academic Pavilion Online Catalogue <http://library1.hkct.edu.hk/slsbin/webopac.exe> to change your password in your borrowing record.

聲明 DECLARATION

本人聲明及確認本申請表內提供的所有資料均為真確無誤；本人並已閱讀圖書館規則及同意遵守。
I declare and confirm that all information provided in this registration form is true and accurate; I have read the Library Regulations, and I hereby agree to abide by them.

日期

Date _____

申請人簽名

Signature of Applicant _____

收集個人資料聲明 PERSONAL INFORMATION COLLECTION STATEMENT

- (a) 閣下填寫在這申請表的個人資料，只會用作該申請事項和郵寄圖書館通告。
- (b) 根據個人資料 (私隱) 條例，閣下有權要求查閱及更改所提供的個人資料。
- (c) 倘對填報個人資料一事有任何疑問，包括要求查閱或更改資料等，請與圖書館職員聯絡。

- I. The personal data provided by means of this Borrower Registration Form will be used for the purpose of the application and for posting library notices only.
- II. You have a right to request access to and the correction of the personal data in accordance to the Personal Data (Privacy) Ordinance.
- III. Please contact the library staff if you have enquiries concerning the personal data collected, including the making of access and corrections.

REG-180830

[Expiry Date of Borrower Record: _____ Data Input By: _____ Date: _____]