

HKCT Academic Pavilion

Special Borrowing Application Form (For Staff Only)

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

1. Please fill in this form if you want to borrow a normal library item for more than 60 days OR a library item which is normally not for loan.
2. Please complete and send this form to the Library in person, through the email attached file (lib@hkct.edu.hk) or by internal mail to the Library;
3. For enquiries, please call the Library at 2276-8532 (Mong Kok East) or 2265-6918 (Ma On Shan).

PERSONAL INFORMATION

Name: _____ Patron Barcode: _____ Contact Tel: _____

Type: Non-teaching / Teaching ; Full-time / Part-time ; HKCT / CTIHE

Dept: _____

INFORMATION OF THE ITEM TO BE BORROWED

Material Title: _____

Vol. / Copy (if any): _____ Item Barcode: _____

REASON FOR BORROWING THE ITEM

Teaching Name of the Course / Program: _____

Research Others: Please specify: _____

Duration: 90 Days: up to _____ Term 1 only: up to _____ Term 2 only: up to _____

Please contact Librarian (Tel: 2265-6910) if you need to borrow the item more than the above mentioned period.

Patron's Signature: _____ Date: _____

FOR LIBRARY USE ONLY

Form Rec'd Date: _____ Checked by Professional Library Staff: _____

Remarks: _____

Borrowing Item: Returned Not Yet Return Checked by Library Staff: _____

Checking Date: _____

Remarks: _____

收集個人資料聲明 PERSONAL INFORMATION COLLECTION STATEMENT

- (a) 閣下填寫在這表格的個人資料，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，請與港專研學館館員聯絡。

- I. The personal data provided by means of this 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 staff of HKCT Academic Pavilion if you have enquiries concerning the personal data collected, including the making of access and corrections.