

For Office Use	
Ticket Number:	
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Replied on:	
Checked OU Staff Card (w/ photo) / HKID Card by:	

**Application Form for Library Borrower's Ticket / E-Library Account  
(Temporary / Part-time Staff)**

*(For Library Ticket application, please submit the form with a recent photo.)*

**Personal Data (Privacy) Notice**

The personal information provided by you on this form is for the purpose of processing the application and for Library/University administration. Failure to provide such information may result in our inability to process your application. The University will keep your personal data confidential.

You have the right to request access to and correction of your personal data held by the University. In accordance with the Personal Data (Privacy) Ordinance, the University has the right to charge a reasonable fee for processing any data access/correction request. Data access and/or correction requests should be made on a form prescribed by the Privacy Commission or the University and addressed to:

The Data Protection Officer  
The Open University of Hong Kong  
Ho Man Tin  
Kowloon, Hong Kong  
Email: dpo@ouhk.edu.hk

**I. LIBRARY SERVICE APPLIED**

Borrower's Ticket	<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Replacement
E-Library Account	<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Replacement

**II. PERSONAL PARTICULARS**

<u>Surname</u>	<u>First Names</u>	<u>Name in Chinese</u>	<u>Staff No.</u> (If applicable)
*Prof./Dr./Mr./Mrs./Ms./Miss			
<u>Correspondence Address</u>		<u>Phone No.</u>	<u>Email</u> (OUHK email account preferred, if available)
<u>Name of Centre/School/Unit</u>		<u>Post</u> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

Please provide the codes of courses you are responsible for if you wish to apply for the OUHK Electronic Library Account:

\* Please delete whichever is inapplicable

**III. RECOMMENDATION**

This part is to be completed by a **Centre Director/Unit Head/School Dean**

Name (block capitals) : \_\_\_\_\_ Post : \_\_\_\_\_

Centre/School/Unit : \_\_\_\_\_ Phone No.: \_\_\_\_\_

Reason for the Applicant to Use the Library : \_\_\_\_\_

The applicant needs to teach or to develop courses of full-time face-to-face programmes:  Yes  No Course Code: \_\_\_\_\_

Contract end date of the applicant: \_\_\_\_\_ Recommended expiry date of the Library ticket / account : \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ CENTRE/UNIT/SCHOOL CHOP: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>IV. DECLARATION BY THE APPLICANT</b>
<ul style="list-style-type: none"><li>● I declare that the information provided herein is true and correct to the best of my knowledge.</li><li>● I agree to abide by all library regulations and conditions including those governing the issue of library ticket and e-library account.</li></ul>
SIGNATURE: _____ DATE : _____

<b>V. ACKNOWLEDGE RECEIPT OF THE LIBRARY BORROWER'S TICKET</b>
I acknowledge receipt of the Library Borrower's Ticket (Ticket no.: _____ )
SIGNATURE: _____ DATE : _____

**Notes on Application for Library Ticket / E-Library Account**

1. Please note that under normal circumstances, the Library will not accept the application for private study and examination purpose. The Librarian reserves the right to approve an application or not.
2. Please return the completed application form to the Circulation Counter of OUHK Library. For Library Ticket application, please submit a recent photo (size 3 x 2.6 cm) with your name on the back.
3. The Library Ticket is normally ready in 7 working days and you will be notified once the Library Ticket is ready for collection. Please bring along your OU Staff Card (with photo) or HKID Card for identity verification.
4. By submitting the completed application form, you will be deemed to have agreed to abide by the Rules and Regulations of the OUHK Library.

<b><u>FOR OFFICE USE</u></b>
Approved by _____ on _____ Expiry date of the Ticket _____