

- () **New application/Renewal ***
() **Report Lost**

Previous ticket no.: _____

Part I

Name Mr. / Ms*: _____ 中文姓名 _____
(Surname) (Other Name)
Graduated _____ / _____ Course Duration _____ First 4 digits of HKID : _____
(Campus) (Year) (Year)
Home Address _____
Alumni Email Address _____
Telephone No. Office: _____ Mobile phone : _____

If approved, I choose to be notified about collecting the Library borrower's ticket by ☐email / ☐Mobile phone

DECLARATION

I declare that the information provided herein is true and correct to the best of my knowledge. I agree to abide by all conditions governing the issue of the library ticket and obey all library regulations currently in force. The librarian may suspend or permanently revoke my library privileges if failed to comply the Library Regulations.

I understand that the VTC Library System will use the information for the purposes of providing general library service and that it may give specified information to authorized VTC offices.

Date _____ Signature _____

Part II

LIBRARY USE (checklist)

- () HKID card
() Payment (Cash/Octopus)
() Applicant's Photograph (1passport-size photo taken within 6 months)
() Original copy of certificate of graduate / final year student report* #
() Proof of home address, e.g. recent utility bills, bank statement issued within 3 months
() Renewal(with/without returning the original ticket*)

Signature by staff

Part III

The receipt of: *New / Renewal / Replacement* * Library Borrower's Ticket (Graduate) Ref No _____ Date _____

Applicant Name: _____
() New/Renew Cost \$300
() Replacement Cost \$50

Ticket Barcode: _____
Ticket Exp. Date: _____

Collected by: _____

(LRC or Learning Commons Chop & Signature)

(Applicant Signature)

- Due to content and software license restrictions, the applicants are generally **NOT allowed** to have access to the in-house and electronic databases subscribed by the VTC.

* Delete inappropriate # Library makes copies for retention

¹ Photograph requirements: Accept JPEG, 5MB or below, Accepted dimension: Captured by scanner (600 dpi) size: 40 mm(w) x 50 mm(h); Captured by digital camera: image size: at lest 1200 px(w) x 1600 px(h)