Application Form for Library Reader's Ticket / Borrower's Ticket / Deposit Refund (OUHK Retirees)

(For Library Ticket application, please submit the form with the bank-in receipt and a recent photo.)

Personal Data (Privacy) Notice:
You must provide the data required by this form. This data is required for the purpose of processing the application and for Library / University administration. The University will keep your personal data confidential. Failure to supply such data may result in our inability to process your application.

You have the right to make access to personal data held on you and to make correction of such 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 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
30 Good Shepherd Street
Ho Man Tin, Kowloon, Hong Kong
Email: dpo@ouhk.edu.hk

I. LIBRARY TICKET APPLIED (Please tick one)

| Reader's Ticket | □ New Application (*1 / 2 years) | □ Renewal (*1 / 2 years) | □ Replacement | □ Refund of Deposit |
| Borrower's Ticket | □ New Application (*1 / 2 years) | □ Renewal (*1 / 2 years) | □ Replacement |

II. PERSONAL PARTICULARS

| Surname | *Prof./Dr./Mr./Mrs./Ms./Miss | First Name | Name in Chinese | OUHK Staff No. |
| Personal Email | Phone No. |

III. DECLARATION

● I declare that the information provided herein is true and correct to the best of my knowledge.
● I agree to abide by all library regulations and conditions including those governing the issue of library tickets.

SIGNATURE: ___________________________ DATE: ___________________________

* Please delete whichever is inapplicable

IV. ACKNOWLEDGE RECEIPT OF THE LIBRARY READER'S / BORROWER'S TICKET

☐ I acknowledge receipt of the Library Reader’s Ticket (Ticket no.: ________) and I understand that request for refund of deposit, if applicable, must be made within 1 year upon the expiry of the Ticket as well as with the return of the Ticket. Requests made after the 1-year period will not be accepted by the Library. Any expired and unclaimed deposits will be forfeited and used by the University at its discretion.

☐ I acknowledge receipt of the Library Borrower’s Ticket (Ticket no.: ________).

SIGNATURE: ___________________________ DATE: ___________________________
Notes on Application for Library Ticket

1. Application form can be obtained online via the OUHK Electronic Library ([http://www.lib.ouhk.edu.hk](http://www.lib.ouhk.edu.hk)), or from the Circulation Counter of the Library of The Open University of Hong Kong, 30 Good Shepherd Street, Ho Man Tin, Kowloon, Hong Kong.

2. Pay the annual fee and the necessary deposit to **Account Number 01281100000105** at any branch of Bank of China or any BOC affiliated bank. The bank-in receipt should be drawn in favour of “THE OPEN UNIVERSITY OF HONG KONG”.

3. Submit, in person or by mail, the followings to the Circulation Counter of the Library of The Open University of Hong Kong, 30 Good Shepherd Street, Ho Man Tin, Kowloon, Hong Kong:
   a. the completed application form,
   b. the bank receipt, and
   c. a recent photo (size 3 x 2.6 cm) with your name on the back.

4. The Reader’s/Borrower’s 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 HKID Card for identity verification.

5. The Librarian reserves the right to approve an application or not.

6. Deposit, if any, is refundable after you return the Reader’s Ticket to Library.

### Fees of OUHK Library Tickets (OUHK Retirees)

<table>
<thead>
<tr>
<th>Users</th>
<th>Ticket Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUHK Retirees</td>
<td>Reader’s Ticket</td>
</tr>
<tr>
<td></td>
<td>HKD50 / annual fee</td>
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<tr>
<td></td>
<td>+</td>
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<tr>
<td></td>
<td>HKD500 / deposit</td>
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<tr>
<td></td>
<td>Borrower’s Ticket</td>
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<tr>
<td></td>
<td>HKD1,000 / annual fee</td>
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</tbody>
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Charge for card replacement above is HKD50.

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FOR OFFICE USE

Valid till ___________________________ Approved by: ________________________ on ___________________________

Fees Collected:  
Deposit, if applicable, HKD ________________________ (Cheque / Payment Receipt No.: ________________________ )

Annual Fee, HKD ________________________ Refund Deposit Expire on ________________________