

Vocational Training Council
Learning Resource Centre - Library Services

Library Borrower's Ticket (Graduate) – Application Procedures

All graduates who have successfully completed VTC courses which are at least of one-year duration of graduation may apply for a VTC library borrower's ticket.

I. Applying

1. Application form may be obtained either
 - a) at any Circulation Counter of the IVE LRCs; or
 - b) by downloading at http://library.vtc.edu.hk/resource/doc/alumni_form.doc ;
or
 - c) by sending a stamped self-addressed envelope to one of the IVE LRCs.
2. The annual subscription fee of the VTC library borrower's ticket is HK\$300, and the fee is non-refundable.

3. Payment method

Campus	Payment Method	Remark
Kwun Tong	Cash Only	
Chai Wan, HKDI&LWL Sha Tin Tsing Yi	Octopus card	
Haking Wong , Kwai Chung, Morrison Hill, Tuen Mun	Cash and Hang Seng Bank pay-in slip	The Hang Seng Bank pay-in slip may be obtained at any Circulation Counter of the IVE LRCs (except CW, DILWL, ST and TY), and the annual fee should be paid directly to any branch of Hang Seng Bank.

4. Application procedure

- a) The applicant may make the application at any IVE LRC and bring along the following documents:
 - the Hong Kong I.D. card or passport for personal identification;
 - the completed application form;
 - One recent passport photo with the applicant's name on the back;
 - the payment receipt (campus copy of the Hang Seng Bank Pay-in slip) except at Chai Wan and Tsing Yi;
 - an original copy of the certificate of graduation or the membership card of VTCAA. For current graduates, a true copy of the **final year student report** is accepted;

- the recent letter / envelope printed with self-address of the applicant for identifying the updated address, e.g. letters from Telephone Co., Bank... etc..

b) Applicants can fill in the application form in person and they shall be issued with a borrower's ticket if their application is approved as soon as possible. Alternatively, it may be posted to the applicant upon request.

II. Renewing

The applicants may renew their borrower's ticket according to the procedure mentioned in Para. I. They should submit their **existing IVE library Borrower's Ticket** (Graduate).

III. Lost Ticket

Loss of the tickets must be reported to any one of the IVE LRCs **immediately**. For issuing a replacement ticket, please submit a form of "Report Lost", a recent photo and proof of recent address to the issuing LRC personally or by mail. The **replacement cost** for Borrower's Ticket (Graduate) is **HK\$50** and that ticket will be **valid only for the remaining period of the lost ticket**.

IV. Borrowing Privileges

- 5 circulating books and Audio-cassettes at most at a time and loan period of each is 4 weeks. The maximum number of renewal is once;
- On site access to library resources, including electronic resources.

V. Expired Library Borrower's Ticket (Graduate)

Library Borrower's Ticket (Graduate) is the property of the Vocational Training Council and should be returned to the Learning Resources Centre (LRC) upon expiration.

The **Institute of Vocational Education** reserves the right to revise the above arrangements whenever it deems necessary and appropriate. Any latest changes to the procedures will be available from <http://library.vtc.edu.hk>.