Vocational Training Council

Library Borrower's Ticket (Graduate) – Application Procedures

VTC graduates who have completed a course of one-year or longer and registered at <u>VTC alumni portal</u> with valid and activated VTC emails accounts may apply for a Borrower's Ticket (Graduate)(hereinafter called ticket). The graduates of PC/PD are eligible to apply for and renew the tickets within five years starting from the date of their graduation.

I. Applying

1. Application form may be obtained either

   a) at any Circulation Counter of one of the VTC ¹LRCs or ²Learning Commons (hereinafter called centres); or

   b) by downloading at <u>https://library.vtc.edu.hk/web/resource/pdf/alumni_form.pdf</u> ; or

   c) by sending a stamped self-addressed envelope to one of the centres

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
Haking Wong Morrison Hill Youth College	Cash Only
Chai Wan, HKDI&LWL Kwai Chung Kwun Tong Sha Tin Tuen Mun Tsing Yi THEi	Octopus card

4. Application procedure

   a) The applicant may make the application at any centres and bring along the following documents:
   - The Hong Kong I.D. card or passport for personal identification;
   - The completed application form;
   - One ³ passport-size photo (taken within 6 months) and with the applicant's name on the back;
   - An original copy of the certificate of graduation. For current graduates, a true copy of the **final year student report** is accepted;
   - Document proof of home address (e.g. recent utility bills, bank statement issued within 3 months)

   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 within 5 working days. **Alternatively, it may be posted to the applicant upon request however applicant should return the original ticket to LRC in advance.**

II. Renewing

The applicants may renew their borrower's ticket within six months of expiry date. according to the procedure mentioned in Para. I. **A fee of $50 will be levied for a replacement of lost ticket or failure to return the damaged card.** *(Failure to return the original or damaged card will result in their application being treated as a "lost card" case.)*

III. Lost Ticket

Loss of the tickets must be reported to any one of the centres **immediately**.   For issuing a replacement ticket, please submit a form of "Report Lost", a recent photo and proof of recent address to the issuing centre 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

- A borrower may borrow a maximum of 5 items of circulating books at a time.   The loan period of each item is 4 weeks, renewable up to a maximum of 8 weeks;

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

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 one of the centres upon expiration.

Notes:

1. VTC reserves the right to revise the above arrangements whenever it deems necessary and appropriate. Any latest changes to the procedures will be available from VTC Library Homepage http://library.vtc.edu.hk.
2. VTC Library maintains a one-library card policy. Although users may have more than one status, only one Library Card with the highest borrowing privilege will be considered as the valid library card.
3. If you are applying for Digital Library Service by Remote Access (Graduate) at the same time, please pay the fees separately.
4. All the fees are non-refundable.
5. The Librarian reserves the right not to approve/renew any applications.

[1]*IVE - Hong Kong Institute of Vocational Education*
HKDI - Hong Kong Design Institute
YC – Youth College

HTI/CCI/ICI – Hotel and Tourism Institute/Chinese Culinary Institute/International Culinary Institute

[2]*Learning Commons in THEi – Technological and Higher Education Institute of Hong Kong*

[3] 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)

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