

Application Form for Library Borrower's Ticket (Retiree)

(Please submit the form with a recent passport photo with the applicant's name on the back)

Part 1 (to be completed by the Applicant)

| | | |
|---|---|---|
| <input type="checkbox"/> New Application | <input type="checkbox"/> Renewal (Previous ticket no.: _____) | <input type="checkbox"/> Replacement (Previous ticket no.: _____) |
| Name (English) Prof/Dr/Mr/Ms* | | Name (Chinese) |
| Year of Retirement (mm/yy) | The last service unit (Dept/Campus) | First 4 digits of HKID# |
| Home Address | | |
| Email Address | Home Tel No. | Mobile Phone No. |
| 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 Borrower's Ticket and obey all library regulations currently in force. I understand that the VTC Library System will use the information for the purposes of provided general library service and that it may give specified information to authorized VTC offices. If the application is successful, I would like to collect the Ticket from the Learning Resources Centre in one of the IVE or HKDI campus _____ (Please specify). | | |
| Date | Signature | |

Part 2 (by Human Resources Division, VTC)

| | Signature | Name and Rank | Date |
|---|-----------|---------------|------|
| The applicant *is / is not a retiree of VTC | | | |
| Application *is approved / not approved | | | |

Part 3 (by Human Resources Division or Learning Resources Centre, VTC)

| | Signature | Name and Rank | Date |
|--|-----------|---------------|------|
| Applicant is informed the result by * HRD / LRC (IVE) _____ Campus / HKDI | | | |

Part 4 (by Learning Resources Centre, VTC)

| | |
|--|--|
| All documents checked and payment received: <input type="checkbox"/> HKID card copy <input type="checkbox"/> Proof of home address, e.g. recent utility bills, bank statement <input type="checkbox"/> \$300 (For New Application & Renewal) by Cash / Octopus Card*; or | By: _____ Signature _____ Name and Rank _____ Date |
|--|--|

Part 5 (by Applicant)

| | |
|---|---------------------------|
| Acknowledgement of receipt of Library Borrower's Ticket: | |
| Library Ticket Barcode no. _____ | Valid till ____/____/____ |
| Date | Signature |

* Delete as inappropriate

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.