

Vocational Training Council

Library Borrower's Ticket (Retiree) – Application Procedures



Retirees of the VTC may apply for a VTC Library Borrower's Ticket (Retiree)

Application form

An application form may be obtained either:

- a) at any Circulation Counters of the VTC ¹LRCs or ²Learning Commons (hereinafter called centres); or Employee Benefits Section/Human Resources Office (HRO), 18/F, VTC Tower, 27 Wood Road, Wanchai ; or
- b) by downloading at https://library.vtc.edu.hk/web/resource/pdf/retiree_form.pdf

Annual Subscription Fee

The annual subscription fee of the VTC Library Borrower's Ticket is HK\$300. The fee is non-refundable.

Payment

Payment has to be made in cash or by Octopus card in one of the centres.

Application Procedures for “New Application”

- a) The applicant should complete Part 1 of the Application Form and send it together with one recent passport photo (with applicant's name at the back) by post or in person to the Employee Benefits Section, Human Resources Office, 18/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong.
- b) Application is subject to the approval of the Council at its sole discretion and the Council reserves the right to decline any application.
- c) The applicant will be informed of the result asap. If application is approved, the applicant will need to bring the following documents to the centre of his/her choice for collection of the ticket :
 - The HKID Card for identification ;
 - HK\$300 to be paid in cash or by Octopus card
 - Document ³proof of home address

Renewal

The applicant may renew the Library Borrower's Ticket by completing Part 1 of the application form and submit the application to one of the centres of his/her choice. **There is no need to submit the application form to the HRO.** The applicant should be able to produce his/her HKID card, ³proof of home address, a #passport-size photo taken within 6 months together with \$300 to be paid in cash or by Octopus card . **The applicant has to return the existing Library Borrower's Ticket to the centre. A fee of \$50 will be levied for a replacement of lost ticket or failure to return the original /damaged card. (Failure to return the original or damaged card will result in their application being treated as a “lost card” case.)**

Lost Ticket

Loss of ticket must be reported to any one of the centres immediately. For application of a replacement ticket, please submit an application form with Part 1 completed, ³proof of home address, and a #passport-size photo taken within 6 months directly to one of the centres. The replacement cost for the borrower's ticket (Retiree) is HK\$50 and that **ticket will be only valid for the remaining period covered by the lost ticket.**

Borrowing Privileges

- a. A borrower may borrow a maximum of 5 circulating books at a time. The loan period of each item is 4 weeks and renewable up to maximum of 8 weeks.
- b. 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. For more details, please refer to the Library Regulations available from VTC Library Homepage <https://library.vtc.edu.hk/web/>.

Expired Library Borrower's Ticket (Retiree)

Library Borrower's Ticket (Retiree) is the property of the Vocational Training Council and should be returned to one of the centres upon expiration.

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 <https://library.vtc.edu.hk/web/>.

- 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 Proof of home address e.g. a recent utility bill or bank statement issued within the last 3 months

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 least 1200 px(w) x 1600 px(h)