



Vocational Training Council

Application Form for Library Borrower's Ticket (Retiree)

(Please submit the form with a #passport-size photo taken within 6 months 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 one of the VTC ¹ Learning Resources Centres or ² Learning Commons _____ (Please specify).		
Date	Signature	

Part 2

(by Human Resources Office, 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 Office, Learning Resources Centre or Learning Commons, VTC)

	Signature	Name and Rank	Date
Applicant is informed of the result by * HRO /LRC/Learning Commons _____			

Part 4

(by Learning Resources Centre or Learning Commons, VTC)

	All documents checked and payment received:	Checked by:
<input type="checkbox"/>	HKID card copy	
<input type="checkbox"/>	Proof of home address, e.g. recent utility bills, bank statement issued within 3 months	Signature
<input type="checkbox"/>	\$300 (For New Application & Renewal) by Cash / Octopus Card*; or	Name
<input type="checkbox"/>	\$50 (For Replacement) by Cash/Octopus Card. ³ A fee of \$50 will be levied for a replacement of lost ticket or failure to return the damaged card when renewal.	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.*

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)

- ¹ IVE - Hong Kong Institute of Vocational Education
HKDI - Hong Kong Design Institute
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 Failure to return the damaged card will result in their application being treated as a “lost card” case.