

Learning Resources Centre (LRC)
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 Counter of the LRCs in #IVE/HKDI/HITDC/YC; or Employee Benefits Section/Human Resources Division (HRD), 18/F, VTC Tower, 27 Wood Road, Wanchai ; or
- b) by downloading at http://library.vtc.edu.hk/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 the LRC.

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 Division, 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 LRC 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 proof of home address, e.g. recent utility bills, bank statement

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 LRCs of his/her choice. **There is no need to submit the application form to the HRD.** The applicant should be able to produce his/her HKID card, proof of home address, e.g. recent utility bills, bank statement etc., a recent passport photo 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 LRC.**

Lost Ticket

Loss of ticket must be reported to any one of the LRCs immediately. For application of a replacement ticket, please submit an application form with Part 1 completed, a recent passport photo and proof of home address, e.g. recent utility bills, bank statements etc. directly to one of the LRCs. **The replacement ticket will only be valid for the remaining period covered by the lost ticket.**

Borrowing Privileges

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 <http://library.vtc.edu.hk>.

Expired Library Borrower's Ticket (Retiree)

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

VTC reserves the right to revise the above arrangements if necessary. All latest changes to the procedures will be available from <http://library.vtc.edu.hk>.

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| IVE – HK Institute of Vocational Education |
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| HKDI – Hong Kong Design Institute |
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| YC – Youth College |
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| HITDC & CCTI - Hospitality Industry Training and Development Centre & Chinese Cuisine Training Institute |
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