



# The University of Hong Kong Libraries

## 香港大學圖書館

### Terms and Conditions:

1. **Submit a completed form along with your Facilities Access Card to the HKU Libraries.**
2. Application can be made in person at Enquiries Counter (2/F, Main Library) or by mail to: Lending Services and Learning Environments, Main Library, University of Hong Kong, Pokfulam Road. ATTN: Refund of library deposit
3. A cheque amounting to the deposit (or its balance after deduction of library fines and claims, if any) will be mailed to you by the Director of Finance. Alternatively, the amount of the deposit will be transferred to your bank account in Hong Kong. **It takes about 6 weeks for the whole refund process.**
4. Return all outstanding loans/fines to the service counters. Any outstanding payments due to the Library or a replacement fee for a lost card (if any) will be deducted from the deposit.
5. The deposit is **NOT TRANSFERABLE** and will only be refunded to the person named on the borrower's card. Exceptions will only be granted with the approval of the Assistant Librarian.

## Application for Refund of library deposit

Name in full (Block letters):

\_\_\_\_\_

Signature:

\_\_\_\_\_

HKID card no.: \_\_\_\_\_

Date:

Borrower's card no.: \_\_\_\_\_

\_\_\_\_\_

Remittance advice will be sent to the following mailing address:

\_\_\_\_\_

(mailing address)

Deposit refund method (Please  in the appropriate box):

Cheque

Transfer to bank account in HONG KONG, please provide the following information:

Name of bank: \_\_\_\_\_ Holder of bank account: \_\_\_\_\_ Bank account no.: *\*Credit card account will NOT be accepted*

\_\_\_\_\_

Information gathered in this form/agreement is in accordance with Libraries' PICS at <http://lib.hku.hk/general/personal.html>, and will only be kept while your Library record is valid.

### (FOR LIBRARY USE ONLY)

To: Director of Finance

Please arrange for the refund of the above deposit on or before \_\_\_\_\_.

Deposit information: \_\_\_\_\_

Remarks: \_\_\_\_\_

Mr. Michael Cheng

Associate Librarian (Engagement and Learning Environments)