

## Scout Association of Hong Kong Library Library Card Application Form

Applicable for Venture Scout, Rover Scout, Scout Leader & Lay Member
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Name	(Eng)	(中文)	
Group No./ Unit		Post	
Region / Branch		ID Card No.	(the alphabet letter(s) and the first four digits)
Mobile Phone No.		E-mail Address	
Scout ID / Warrant No. / Cert. of Appointment No.			
Student of LTI	<input type="checkbox"/> No <input type="checkbox"/> Yes (Programme: _____ )		
Teaching Staff of LTI	<input type="checkbox"/> No <input type="checkbox"/> Yes (Programme: _____ )		

Please send your recent photo to [ltioff@scout.org.hk](mailto:ltioff@scout.org.hk) with the email subject of "Application of SAHK Library Card", and provide following information in the email: your name, post in SAHK and contact number.

*I am willing to obey the following Rules, Regulations and Management of the SAHK Library.*

### **SAHK Library Rules & Regulations (Partial)**

1. SAHK Library provides book and reference materials borrowing service for Scout Leaders, Lay Members and students of Leadership Training Institute only.
2. Before using library service, users should register at the front desk.
3. Keep silent at the Library. Playing, speaking loudly and any form of harassments are prohibited.
4. Smoking, eating and sleeping are prohibited at the Library.
5. Don't occupy the seats by any books or personal belongings. Librarians may remove the personal belongings without prior notification.
6. Keep clean.
7. Don't carry any substance that may contaminate the books and facilities at the Library, such as, ink, umbrellas, and scissors.
8. Turn off the alarm function of all electronic devices before entering the Library.
9. Don't move the equipment in the Library.
10. Be aware of your belongings. Scout Association of Hong Kong is not responsible for any loss.
11. Librarians may not allow the users who violate the Library Rules & Regulations to enter the Library.
12. Only the items with "borrowing service" labels can be borrowed.
13. Librarians are in authority to check the books and the personal belongings (including bags) that the library users take away at the Library entrance.
14. The full version of Rules & Regulations has been posted in the library.
15. Scout Association of Hong Kong reserves the right of amendment of this Rules & Regulations without prior notification.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Remark: The provision of personal data and other related information by means of the Application Form is voluntary. The personal data provided in this Form will be used for the purposes of processing the application and providing library services only. If applicants do not provide adequate and accurate data, we may not be able to process the application.

For Library Use Only	
Processed by:	Date:
Expiry Date of Library Card:	