

Application Form for MUST External Library Card

Category		
<input type="checkbox"/> Alumni Card Holder	<input type="checkbox"/> Local Resident	<input type="checkbox"/> Non-resident worker
Personal and Contact Details		
First Name :	ID No. / Non-Resident Worker's ID :	Company/ Office :
Surname :		Occupation :
Address :		
Mobile No. :	E-mail :	
Remarks		
<ul style="list-style-type: none"> ◦ Borrowing privilege: 3 items (except theses and dissertations of MUST). ◦ Borrowers are responsible for returning their loans on or before the due date. Otherwise an accumulated fine will be calculated on a daily basis of MOP2.00. ◦ If a loan item is damaged or lost, the user must pay for a replacement cost according to MUST Library Circulation Rule. ◦ External library card is for the applicant only. If the card is damaged or lost, should pay MOP100.00 for re-issuing. ◦ The overdue fines or replacement cost must be cleared before the next borrow. ◦ The validity period of the card is 1 year only. A renewal request should be made 30 days before the expired date. 		
Statement		
<ul style="list-style-type: none"> ◦ I agree to abide by the rules and regulations laid down by MUST Library. ◦ Besides if the validity of my library card has expired for a period superior to 2 months, or if the library cannot contact me for any reason beyond its control, I am aware that my caution fee will be donated to MUST Alumni Association. If there is any remaining unpaid fine, the caution fee will cover it. If the caution fee is not sufficient to cover it, MUST will reserve the right of retroactivity. <p style="text-align: right; margin-right: 100px;">Signature :</p> <p style="text-align: right; margin-right: 100px;">Date :</p>		
FOR OFFICE USE ONLY		
Applicant Name : _____ External Library Card No. : _____		
MUST LIBRARY COMMENT	ACCOUNT OFFICE COMMENT	
<input type="checkbox"/> Approval <input type="checkbox"/> Not Approval Signature : _____ Date : _____	<input type="checkbox"/> Caution fee MOP800 paid (Alumni Card Holder) <input type="checkbox"/> Caution fee MOP1,000 paid (Local Resident) <input type="checkbox"/> Caution fee MOP2,000 paid (Non-resident worker) <input type="checkbox"/> Issuing fee MOP100 Signature : _____ Date : _____	
FOR ACCOUNT OFFICE USE ONLY		
Applicant : _____ External Library Card No : _____		
<input type="checkbox"/> Caution fee MOP800 paid <input type="checkbox"/> Caution fee MOP1,000 paid <input type="checkbox"/> Caution fee MOP2,000 paid <input type="checkbox"/> Issuing fee MOP100 paid		
Signature : _____ Date : _____		