

To: Librarian/SWD Departmental Library
Tel. No.: 2575 4321 Ext. 311
Fax No.: 2573 9760

(Revised in July 2006)

Social Welfare Department
Departmental Library

Loan Form

(Order/Reserve/Renew)

(Please fill in BLOCK LETTERS)

Name of Borrower (in English): _____ (in Chinese): _____

Departmental Staff Card No.: _____ Contract expiry date (NCSC staff): _____

Office: _____ Rank/Post: _____

Office Tel.: _____ Office Fax.: _____

	<u>NAME OF ITEM</u>	<u>AUTHOR/ PUBLISHER</u>	<u>ACCESSION NO./ VOLUME NO., MONTH & YEAR</u>	<u>ORDER/ RESERVE/ RENEW</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

I agree to bear full responsibility for any damage or loss incurred to the above item(s) and observe the rules as stipulated on the attached sheet.

Signature: _____ Date: _____

Notes:

1. Information in this form is only used for processing and record-keeping purpose.
2. Loan period is **4 weeks** for books, journals (non-current issues only), audio tapes, video tapes, VCDs and CD-ROMs.
3. The requested item(s) may be delivered by dispatch. Borrowers may return the item(s) to the Library in person or by dispatch.
4. Borrower is responsible for returning the item(s) to the Library or submitting this Loan Form again for renewal before the due date.
5. For the collection of books and journals in the Library, please browse the following homepage:-
<http://202.64.91.68/lms/c-search.html>

For Library use

Date of Receiving the Form: _____ Date of Receipt (GF121): _____

Loan Date: _____ Due Date: _____

Remarks: _____

(Revised in August 2001)

**Social Welfare Department
Departmental Library
Borrowing Procedures and Guidelines**

1. Membership

- a) All SWD staff are automatically members of the Departmental Library and entitled to use its services.
- b) Each SWD staff is entitled to borrow a maximum of 4 library items at any one time.

2. Loan/Return Procedures for Library Items

- a) User can order, reserve or renew any item by completing the Loan Form and sending it to the Library by facsimile (Fax: 25739760) or in person.
- b) Upon receipt of the Loan Form, the Library will send out the item to the user through internal dispatch within 1 week if the item is available.
- c) If the item is not available, the Librarian will inform the user as soon as possible and make further arrangement as appropriate.
- d) The user can return the item either in person or through internal dispatch.
- e) For those items delivered through internal dispatch, the GF121 has to be used for record purpose.

3. Conditions of Loan

- a) Loan period is **4 weeks** for books, journals (non-current issues only), audio tapes, video tapes, VCDs and CD-ROMs.
- b) The borrowed item can be renewed for another 4 weeks provided that it is not reserved by someone else.
- c) Borrowers are requested to be punctual in returning the borrowed item. Persistent late return may lead to suspension of membership.
- d) Borrowers will be held responsible for the replacement and/or cost of any item lost or damaged.