

**APPLICATION FOR USE OF**  
**HIGH COURT / DISTRICT COURT LIBRARY**

**Requirements:**

Library card is normally issued to a person who

- (a) has satisfied the Librarian that he/ she is a foreign/ corporate lawyer, or a current law student,  
**and**
- (b) is the holder of a Hong Kong identity card/ HKSAR passport.

Library card may also be issued to any other person at the discretion of the Judiciary Administrator or his/ her delegates.

**How to apply:**

- (1) Complete an application form for library card;
- (2) produce your Hong Kong identity card / HKSAR passport;
- (3) produce your foreign lawyer's certificate/ company letter (for foreign/ corporate lawyer), or your student card (for law student), or a company letter stating your reasons for use of the Library (for other applicant);
- (4) present the above items (1), (2) and (3) together with one recent photograph to the High Court Library at Lower Ground 4<sup>th</sup> Floor, High Court Building, 38 Queensway, Hong Kong;
- (5) pay the requisite annual fee at the Shroff after the application is approved by the Librarian:

Foreign or corporate lawyer	\$340.00
Law student	\$70.00
Others	\$135.00

(Office hours of Shroff at LG 2/F : Mon-Fri 0900-1300 & 1400-1700, Sat 0900-1200)

- (6) return the franked application form to the library service counter after the payment is settled.

You are required to produce library card to the library staff whenever you visit the High Court/ District Court Library.

Please note that you are not allowed to borrow any library materials from the Library. Any change of personal particulars should be reported to the High Court Library as soon as possible.

**司法機構圖書證申請表 Application for Judiciary Library Card**

(適用於外地或公司律師/法律系學生/其他人士 For foreign or corporate lawyers/ law students/ others)

(請用英文正楷填寫,以便電腦處理 Please complete in BLOCK letters)

近照 Recent Photo	<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms. <input type="checkbox"/> 太太 Mrs.
	中文姓名 Name in Chinese: _____
	英文姓名 Name in English: _____(surname) _____(other names)
	香港身份證號碼 HK Identity Card No: _____ (    )
通訊地址 Correspondence Address: _____	

聯絡電話/手提電話 Contact Telephone/ Mobile Phone No.: \_\_\_\_\_

職業 Occupation: \_\_\_\_\_

公司名稱 Name of Firm: \_\_\_\_\_

辦公室地址 Office Address: \_\_\_\_\_

辦公室電話 Office Telephone No.: \_\_\_\_\_

電子郵箱 Email Address: \_\_\_\_\_

舊圖書證編號(如適用)Previous Library Card No.(if applicable): \_\_\_\_\_

(法律系學生適用 For Law Student Only)

課程名稱 Name of the Course: \_\_\_\_\_

舉辦機構 Institution: \_\_\_\_\_

修讀日期 Study Period: \_\_\_\_\_

申請人簽署 Applicant's Signature: \_\_\_\_\_

日期 Date: \_\_\_\_\_

(祇供圖書館使用 For Library use only)

Application is approved / not approved, annual fee: \$ \_\_\_\_\_

\_\_\_\_\_ for Judiciary Librarian

Date of issue: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Application no.: \_\_\_\_\_

Barcode no.: \_\_\_\_\_

Handled by: \_\_\_\_\_

## Personal Information Collection Statement

### Purpose of Collection

1. The personal data provided in this form will be used for processing your application for library card, compiling library usage statistics and maintaining a complete reader's record.
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

### Classes of Transferees

3. Nil

### Access to Personal Data

4. You have a right to request access to and correction of your personal data provided in the application in accordance with the Personal Data (Privacy) Ordinance (Cap.486).
5. You should make your access request by completing the Data Access Request Form specified by the Privacy Commissioner for Personal Data under section 67 of the Personal Data (Privacy) Ordinance. The Form is accessible at [http://www.judiciary.gov.hk/en/crt\\_services/pphlt/pdf/jud39e.pdf](http://www.judiciary.gov.hk/en/crt_services/pphlt/pdf/jud39e.pdf) and available at all enquiry counters of the Judiciary.
6. Your right of access includes the right to obtain a copy of your personal data provided in the application subject to payment as promulgated by the Director of Accounting Services.

### Enquiries

7. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Librarian (Operations & Reference)

High Court Library, Lower Ground 4<sup>th</sup> Floor, 38 Queensway, Hong Kong

Enquiry Tel: 2825 4485