

(For Local Barristers/Pupil Barristers/Solicitors in practice/ Trainee Solicitors/
Government Counsel only)

To: Judiciary Librarian

Authorisation for Borrowing Book(s)

I hereby authorise my company staff _____ (name)
with H.K.I.D. Card No. _____ to borrow _____ vols. of
books from the *High Court Library/District Court Library on _____ (date)
on my behalf.

I undertake to return the book(s) borrowed on the above-mentioned date
not later than 9:45 a.m. in the following working day or otherwise, an overdue fine
of \$50 a book per day or part thereof may be imposed.

Signature: _____

Name: _____

Library card barcode no.: _____

Contact tel. no.: _____

Date: _____

To be completed upon collection of book(s) (Please produce the library card)

This is to certify that I have borrowed _____ vols. of book(s)
from the *High Court Library/District Court Library for the library card holder.

Signature: _____

Name: _____

Date: _____

*delete if not applicable

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided in this form will be used for processing your authorisation for borrowing book(s). The form will be destroyed upon return of the borrowed books.
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 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, 38 Queensway, Hong Kong
Enquiry Tel: 2825 4485