

Application Form A. Access to Archival Materials

Special Collections (Archives)
The Chinese University of Hong Kong Library

Part One. Applicant Information

Personal Data

Name: _____ CU Link card no. _____

Photo ID no. (for non-CUHK member): _____

Type of photo ID: _____ Expiry date: _____

Address: _____

Phone: _____ Email: _____

Affiliation (Please first tick and then delete as appropriate)

1. Department/School/Unit of: _____

☐ CUHK Doctoral student / Postgraduate student / Undergraduate student

☐ CUHK Teaching staff / Research staff

☐ CUHK Administrative staff / General (non-teaching) staff

2. ☐ CUHK Alumnus

3. Other, please specify: _____

Institution: _____

Nature/Subject of Research: Please provide a brief description of the nature and/or subject of your research

Purpose of Research: Please provide a brief description of the purpose of your research (e.g. student assignment, teaching, course title, publication, etc.)

Part Two. Materials to be accessed in the Reading Room:

Fonds title	Series	Sub-series	Box no.	Folder no.	Item no.	Date & time returned

(To be continued in Form A-1 if space is not enough)

Part Three. Conditions on Access to Archival Materials

- 1) The Chinese University of Hong Kong Library (The Library) reserves the right not to grant access to archival materials.
- 2) The materials are for the sole and personal use of the undersigned for the purpose stated in this application form.
- 3) The undersigned is responsible to abide by the law of copyright and privacy. The Library assumes no responsibility for the use of the materials by the undersigned.
- 4) Archival materials may contain personal, sensitive or confidential information that is protected under privacy law. The undersigned should note that the disclosure or use of information pertaining to identifiable individuals represented in the materials without the consent of those individuals or concerned parties may have legal ramifications for which The Library assumes no responsibility.
- 5) When restriction on access is imposed according to agreement with the donor, it is the responsibility of the undersigned to identify, locate and contact the donor for written permission to access.
- 6) The undersigned must not reproduce or publish any archival materials without the written permission from the copyright holder(s) and The Library.
- 7) Advance notice in writing of at least one week is required for requesting access to materials.
- 8) No material will be delivered to the undersigned one and a half hour before the Special Collections office closes. All materials must be returned thirty minutes before closing.
- 9) The undersigned may request a maximum of up to five folders at a time and only one folder of archival materials will be handed over to the user in each transaction.
- 10) For some materials, photocopies may be provided in lieu of originals.
- 11) All materials requested must be used on site in the Reading Room under supervision. Library staff reserves the right to examine all personal belongings removed from the Reading Room by the undersigned.
- 12) The undersigned must abide by The Library's Reading Room rules and other instructions from Library staff.
- 13) The undersigned should be fully aware that failure to follow any of the rules above will result in the termination of access to The Library's archival materials.
- 14) The above conditions are subject to revisions without prior notification; and the latest version shall prevail.

I, the undersigned, have read, understand, and agree to abide by the conditions stipulated above and agree to follow all regulations and instructions by Library staff.

Signature of the Applicant: _____ Date: _____