



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

UNIVERSITY LIBRARY

Outside Users' Borrower Card Application Form

(1) \* Surname


\* Other Name


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(2) Name in Chinese \_\_\_\_\_ (3) Sex \_\_\_\_\_

(4) \* B.I.R. No. (Permanent / Non-permanent) \_\_\_\_\_

(5) \* Correspondence Address \_\_\_\_\_

(6) \* Contact Telephone \_\_\_\_\_ (7) \* E-mail Address \_\_\_\_\_

(8) \* Please select the category of your application below:

- Outside User(1)     
  Current Student of Other Institutions of Higher Education(2)  
 Alumni Card Holder(3)   
  Member of UM Alumni Association(4)     
  Others: \_\_\_\_\_

\* I wish to apply / renew for the permission to borrow books from the Library, settling the application fee of \_\_\_\_\_ and caution fee of \_\_\_\_\_ for 12 month(s) and agree to observe the rules currently in force.

\*\* Applicants can borrow Library materials by presenting their personal Macao residents' I.D. Card.

(\*) Required field

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(FOR OFFICE USE ONLY)**

(1) Patron Loan Type \_\_\_\_\_ (2) Patron Stat. Class \_\_\_\_\_

(2) Library Card No. \_\_\_\_\_

➤ Approved / Disapproved by \_\_\_\_\_ Remarks \_\_\_\_\_



## Rules for Outside Users' Application for Library Borrower's Card

Effective Date: 22<sup>th</sup> April 2018

Thank you for your interest in our library services. Please fill in the enclosed application form and supply the following documents to the Library:

1. Macau permanent residents' I.D. Card with a xerox copy.
2. Two recent photos. (Passport size)
3. Latest residential proof. (E.g. water bill, electricity bill or telephone bill)
4. For Alumni Card Holders, submit Alumni Card with a xerox copy.
5. For Alumni members of "Associação dos Antigos Alunos da Universidade de Macau", submit valid membership card with a xerox copy. (the valid payment receipt of current year should be shown)
6. For students of other institutions of higher education, submit valid student ID card and other supporting documents with a xerox copy.
7. Completed Library Borrower's Card Application Form.

### Library Borrower's Card Charge for Outside User

Library Borrower's Card for Outside Users				
Categories	Outside Users (1)	Current Students of Other Institutions of Higher Education (2)	Alumni Card Holders (3)	Members of UM Alumni Association (4)
Annual fee	MOP 400.00	MOP 200.00	MOP 100.00	Free
Caution fee	MOP 1,000.00	MOP 1,000.00	MOP 500.00	Free

(1) & (2): For Macau residents only.

(3) & (4): For both Macau and non-Macau residents.

#### Remarks:

- (1) All original documents will be returned after checking.
- (2) Please pay according to the above table in the Circulation Counter of University Library.
- (3) Access to Internet and CD-ROM databases service is excluded, and applicants should pay extra fee for this service.
- (4) Submission of documents and payment of fees can be by proxy, but collecting the Library Borrower's Card or the Member Card should be by the applicant in

person, applicants can borrow Library materials by presenting their personal Macao residents' I.D. Card.

- (5) Payment should be made during Circulation office hours.
- (6) Submission of documents or collecting of Library Borrower's Card should be made during the Circulation office hours.
- (7) A student of institutions of higher education should be one studying a higher diploma programme or above level, or defined case by case. Other students, should pay as normal outside users.
- (8) Four working days after the presentation of all the required documents are received, the Library will issue a Library Borrower's Card or the Member Card to the applicant. (Please also submit a xerox copy of the payment receipt to the Library for collecting Library Borrower's Card.)
- (9) Applicant should keep copy of the payment receipt, as proof for claiming the caution fee, when canceling the Library Borrower's Card.
- (10) Users should agree to abide by the rules and regulations laid down by the Library of the University of Macau.
- (11) The Library has the right and discretion of not approving any application.

### **Library Opening Hours**

Monday – Friday	08:00 — 24:00
Saturday & Sunday	08:00 — 24:00
Public Holidays	08:00 — 24:00

### **Loaning Hours**

Monday – Thursday	09:00 — 20:30
Friday	09:00 — 20:15
Saturday	09:30 — 17:15
Sunday	10:30 — 18:15
Public Holidays	CLOSED

#### **Note:**

- 1) When the loaning services closed, only the reading areas are opened.**
- 2) During the University Recess, please refer to the Library announcement for opening hours and loaning hours.**

Library Service Hotline : 8822-8160  
E-mail : lib\_circ@umac.mo  
Homepage : <http://library.umac.mo/>

*\* Please refer to “A Summary Table of Library Circulation Services” and the “University of Macau Library Users’ Manual” for details, the Library reserves all the rights of interpretation for above information.*