



# The Education University of Hong Kong Library

## LIBRARY EXTERNAL MEMBERSHIP: SCHOOL TEACHER

Please check one:	<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Card Replacement
Please check one:	Card Type	<input type="checkbox"/> Borrower	<input type="checkbox"/> Reader

Name: \_\_\_\_\_  
*Please print* (Surname) (Other names) (In Chinese)

School: \_\_\_\_\_ HKID/Passport No.: \_\_\_\_\_

Position: \_\_\_\_\_ Tel. No. (O): \_\_\_\_\_

Home Address: \_\_\_\_\_ Tel. No. (H): \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
*(if different from above)* *All Library notices will be sent by e-mail*

***I understand that I am required to read and observe all rules and regulations of the Library as provided on Library Website and other documentation***

\_\_\_\_\_  
 Applicant's Signature Date

\_\_\_\_\_  
 School Principal's Signature and School Stamp Date

Please indicate how you know about EdUHK Library School Teacher Membership Programme:  
 From school or colleagues  From newspapers  From EdUHK publications  From EdUHK Library Website  From other sources

<b>FOR OFFICE USE ONLY</b>		<b>Payment:</b>	
Received date: _____	P Type: 35 / 52	P Code: p / f	<b>Cheque no:</b> _____
Approved by Librarian: _____	Date: _____	Amount:	_____
Valid Until: _____		Receipt No:	_____
Data input : <input type="checkbox"/> Card printing system	By: _____	Date:	_____
<input type="checkbox"/> Library system	Date: _____	<i>Card Collected:</i>	
Card pickup from OCIO by: _____	Date: _____		
P Barcode: _____			
Verified by SH(AS): _____	Date: _____	<i>Signature</i>	<i>Date</i>

- New Application for Reader Card or Change from Borrower Card to Reader Card:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) one-time card production fee of \$50.
  - New Application for Borrower Card or Change from Reader Card to Borrower Card:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) non-refundable annual fee of \$500; (4) deposit of \$1,000 (*Upon termination of membership, any outstanding payments due to the Library will be deducted from the deposit. Balance will be refunded to the member.*)
  - Renewal of Reader Card:** Please submit the completed form only. You can keep on using your existing Reader Card once your membership is renewed.
  - Renewal of Borrower Card:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) non-refundable annual fee of \$500.
  - Card Replacement:** Please submit (1) the completed form; (2) non-refundable replacement fee of \$100.
- \* **All fees must be paid by Cheque.** Cheque should be made payable to **The Education University of Hong Kong**
  - \* Please return your application to: Access Services Section, The Education University of Hong Kong Library, 10 Lo Ping Road, Tai Po, N.T.
  - \* For enquiries please call Access Services Section at 2948 6658
  - \* Library Cards are not transferable. Applicant is required to observe all rules and regulations of the Library
  - \* **THE LIBRARIAN RESERVES THE RIGHT NOT TO APPROVE ANY APPLICATION**