



The Education University of Hong Kong Library

LIBRARY EXTERNAL MEMBERSHIP : INDIVIDUAL

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

Name:

<small>Please print (Surname)</small>	<small>(Other names)</small>	<small>(In Chinese)</small>

Institute: _____ 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 email

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

FOR OFFICE USE ONLY		Payment:	
Received date: _____	P Type: 21 / 51	P Code: p / r	Cheque no: _____
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: _____	Card Collected:	
Card pickup from OCIO by: _____	Date: _____		
P Barcode: _____			
Verified by SH(AS): _____	Date: _____	Signature	Date

- 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) non-refundable annual fee of \$500; (4) a recommendation letter from your employer.
- 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 \$2,000; (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**); (5) a recommendation letter from your employer.
- Renewal of Reader Card:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) non-refundable annual fee of \$500; (4) a recommendation letter from your employer.
- Renewal of Borrower Card:** Please submit Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) non-refundable annual fee of \$2,000; (4) a recommendation letter from your employer.
- 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**