



The Education University of Hong Kong Library

LIBRARY EXTERNAL MEMBERSHIP : ORGANISATION

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 of Organisation: _____

 (In English) (In Chinese)

Contact Person: _____
 Please print (Surname) (Other names) (In Chinese)

Position: _____

Contact Address: _____

Tel. No.: _____
 Fax: _____
 E-mail: _____

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

 Authorised Signature Organisation's Chop Date

FOR OFFICE USE ONLY		Payment:	
Received date: _____	P Type: 80 / 81	P Code: p / r	Cheque no: _____
Approved by Librarian: _____	Date: _____	Amount:	_____
Valid Until: _____	By: _____	Receipt No:	_____
Data input : <input type="checkbox"/> Card printing system	Date: _____	Date:	_____
<input type="checkbox"/> Library system	Date: _____	Card Collected:	
Card pickup from OCIO by: _____	Date: _____	_____	
P Barcode: _____	Date: _____	Signature	Date
Verified by SH(AS): _____	Date: _____	_____	

- New Application for Reader Card:** Please submit (1) the completed form; (2) non-refundable annual fee of \$500.
- New Application for Borrower Card:** Please submit (1) the completed form; (2) non-refundable annual fee of \$2,000; (3) 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 (1) the completed form; (2) non-refundable annual fee of \$500.
- Renewal of Borrower Card:** Please submit (1) the completed form; (2) non-refundable annual fee of \$2,000.
- 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**