



The Education University of Hong Kong Library

LIBRARY EXTERNAL MEMBERSHIP: Retired / Departed Long-serving Academic Staff and Administrative Staff of Equivalent Status

Please check one: Retired Staff Departed Long-serving Staff

Please check one: Application Information Update Card Replacement

Card Type: Borrower

Name: _____
Please print (Surname) (Other names) (In Chinese)

Faculty / School / Dept.: _____ HKID / Passport No.: _____

Last Position: _____ Tel. No. (H): _____

Home address: _____ Tel. No. (Mobile): _____

Fax: _____

Contact address: _____ E-mail: _____

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

FOR OFFICE USE ONLY		Payment:	
Received date: _____	P Type: 77	P Code: w	Cheque no: _____
<input type="checkbox"/> Check status with HRO	Date: _____		Amount: _____
Approved by Librarian: _____	Date: _____		Receipt No: _____
Valid Until: _____			Date: _____
Data input : <input type="checkbox"/> Card printing system	By: _____		Card Collected:
<input type="checkbox"/> Library system	Date: _____		
Card pickup from OCIO by: _____	Date: _____		
P Barcode: _____			
Verified by SH(AS): _____	Date: _____		<i>Signature</i> <i>Date</i>

Note: Initial application is subject to verification by Human Resources Office, EdUHK

1. **Application:** Please submit (1) the completed form; (2) one recent 4 cm x 5 cm photo; (3) deposit of \$500 (*Upon termination of membership, any outstanding payments due to the Library will be deducted from the deposit. Balance will be refunded to the member*); (4) one-time card production fee of \$50.

2. **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**