



The Education University of Hong Kong Library

LIBRARY EXTERNAL MEMBERSHIP : SCHOOL (PAID)

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

Name of School: _____
(In English) (In Chinese)

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

School Address: _____ Tel. No.: _____
 _____ Fax: _____
 _____ 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

 Principal's Signature School Chop Date

FOR OFFICE USE ONLY		Payment:	
Received date: _____	P Type: 60	P Code: p	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: _____	<i>Card Collected:</i>	
Card pickup from OCIO by: _____	Date: _____		
P Barcode: _____			
Verified by SH(AS): _____	Date: _____	<i>Signature</i>	<i>Date</i>

Note: Individual School can apply one Reader Card upon recommendation by a Head of EdUHK Department

- New Application:** Please submit (1) the completed form; (2) non-refundable annual fee of \$100
- Renewal:** Please submit (1) the completed form; (2) non-refundable annual fee of \$100.
- 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**