



The Education University of Hong Kong Library

LIBRARY EXTERNAL MEMBERSHIP : SCHOOL TEACHER

Please check one: New Application Renewal Card Replacement

Card Type: Borrower 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) Notice will be sent by email if an email account is provided

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

FOR OFFICE USE ONLY		Payment:	
Received date: _____	P Type: 35 / 52	P Code: p / f	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 or Change from Borrower Card to Reader Card:** Please submit (1) the completed form; (2) one recent 2.5 cm x 3 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 2.5 cm x 3 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 2.5 cm x 3 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**