



The Education University of Hong Kong Library

LIBRARY EXTERNAL MEMBERSHIP : ORGANISATION

Please check one: New Application Renewal Card Replacement

Card Type: Borrower 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: _____

Notices will be sent by email if an email account is provided

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: _____		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: _____	Signature	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**