



The Education University of Hong Kong Library

LIBRARY EXTERNAL MEMBERSHIP : SCHOOL (PAID)

Please check one: **New Application** **Renewal** **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: _____

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: _____ | | Signature | Date |

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

1. **New Application:** Please submit (1) the completed form; (2) non-refundable annual fee of \$100
2. **Renewal:** Please submit (1) the completed form; (2) non-refundable annual fee of \$100.
3. **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**