



# The Hong Kong Institute of Education Library

## LIBRARY EXTERNAL MEMBERSHIP : INDIVIDUAL

Please check one:  New Application  Renewal  Card Replacement

Card Type:  Borrower  Reader

Name: \_\_\_\_\_  
Please print (Surname) (Other names) (In Chinese)

Institute: \_\_\_\_\_ HKID / Passport No.: \_\_\_\_\_

Position: \_\_\_\_\_ Tel. No. (O): \_\_\_\_\_

Home Address: \_\_\_\_\_ Tel. No. (H): \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
*(if different from above)* Notices will be sent by email if an email account is provided

Applicant's Signature

Date

<b>FOR OFFICE USE ONLY</b>		<b>Payment</b>	
P Type: _____	P Code: _____	Amount:	_____
Valid Until: _____	Date Issued: _____	Receipt No:	_____
Approved by: _____	Date: _____	Date:	_____
P Barcode: _____	Processed By: _____	Card Collected: _____	
		<i>Signature</i>	<i>Date</i>

- 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) non-refundable annual fee of \$500; (4) a recommendation letter from your employer.
  - 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 \$2,000; (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*); (5) a recommendation letter from your employer.
  - Renewal of Reader Card:** Please submit (1) the completed form; (2) non-refundable annual fee of \$500; (3) a recommendation letter from your employer. (Please keep the Reader Card issued in the previous year for use)
  - Renewal of Borrower Card:** Please submit (1) the completed form; (2) non-refundable annual fee of \$2,000; (3) a recommendation letter from your employer. (Please keep the Borrower Card issued in the previous year for use)
  - Card Replacement:** Please submit (1) the completed form; (2) non-refundable replacement fee of \$100.
- \* Cheque should be made payable to The Hong Kong Institute of Education.
  - \* Please return your application to: Lending Services Section, The Hong Kong Institute of Education Library, 10 Lo Ping Road, Tai Po, N.T.
  - \* For enquiries please call Lending 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.