



The Hong Kong Institute of Education 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 HKIED Library School Teacher Membership Programme:

From school or colleagues From newspapers From HKIED publications From HKIED Library Website From other sources

FOR OFFICE USE ONLY		Payment	
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) one-time IEdSmart 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. (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 \$500. (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.**