



The Hong Kong Institute of Education 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:	
Valid until: _____	Date issued: _____	Amount: _____	_____
Approved by: _____	Date: _____	Receipt No: _____	_____
P Barcode: _____	Processed by: _____	Date: _____	_____
		Card collected: _____	
		Signature _____ Date _____	

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

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