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

Received date:  __________________________

P Type:  60  P Code:  p  Payment:

Cheque no:  __________________________

Approved by Librarian:  __________________________  Date:  __________________________

Valid Until:  __________________________

Data input :  ☐ Card printing system  By:  __________________________  Date:  __________________________

☐ Library system  Date:  __________________________

Card pickup from OCIO by:  __________________________  Date:  __________________________

P Barcode:  __________________________  Date:  __________________________

Verified by SH(AS):  __________________________  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