The Education University of Hong Kong Library

Library External Membership: ORGANISATION

Please check one:

- [ ] New Application
- [ ] Renewal
- [ ] Card Replacement

Card Type:

- [ ] Borrower
- [ ] Reader

Name of Organisation:

__________________________________________________________

__________________________________________________________

(In English) (In Chinese)

Contact Person:

Please print (Surname) (Other names)

__________________________________________________________

__________________________________________________________

(In Chinese)

Position:

Contact Address:

__________________________________________________________

__________________________________________________________

__________________________________________________________

Tel. No.: Tel. No.: Tel. No.: ___________________________________

Fax: Fax: Fax: ____________________________________________

E-mail: E-mail: E-mail: ___________________________________

Notice will be sent by email if an email account is provided

Authorised Signature

Organisation’s Chop

Date

FOR OFFICE USE ONLY

Received date: P Type: 80 / 81 P Code: p / r

Approved by Librarian: Date:

Valid Until:

Data input:

- [ ] Card printing system
- [ ] Library system

By: By: By: Date: Date: Date: Card Collected:

Card pickup from OCIO by:

Date:

P Barcode:

Verified by SH(AS):

Date:

Payment:

Cheque no: ___________________

Amount:

Receipt No:

Date:

Signature Date

May 2016

1. New Application for Reader Card: Please submit (1) the completed form; (2) non-refundable annual fee of $500.

2. New Application for Borrower Card: Please submit (1) the completed form; (2) non-refundable annual fee of $2,000; (3) 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).

3. Renewal of Reader Card: Please submit (1) the completed form; (2) non-refundable annual fee of $500.

4. Renewal of Borrower Card: Please submit (1) the completed form; (2) non-refundable annual fee of $2,000.

5. 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