



Library Reader Card Application Form
< CCHES Member Institutes/ Units / External Institutions >

Application Procedures

1. Please download the Application Form from the Library website.
2. Please email the completed Application Form to library@cihe.edu.hk
3. Applicant will be notified by email when the Library Reader Cards are ready for pickup.

Name of Institute / Unit: _____ (Full Name in English)

_____ (Full Name in Chinese)

Name of Institute / Unit Head: _____ (Full Name in English)

_____ (Full Name in Chinese)

Correspondence Address: _____

Telephone No. (Office): _____ Email: _____

Contact Person: _____ Telephone No.: _____

We agree to abide by the Library's rules and regulations currently in force.

Signature of Institute/ unit Head

Official Chop of Institute

Date

Notes:

Type of Card	Annual Fee	Borrowing Privileges
Reader Card	Free Note: <u>Two</u> Library Reader Cards will be issued to access the Library.	Borrowing privileges: No Remote access to electronic resources: No

- The Library reserves the right to reject any request.
- Each reader card entitles only one person to visit the Library at any one time.
- In case a replacement card is required, \$180 will be charged for each application.
- For enquiries, please call 3653-6620 or email library@cihe.edu.hk
- Information provided above will be used solely for the Library and library services-related purposes.

