



Library Card Application Form

< For staff of CCHES Member Institutes / Units >

Application Procedures

1. Please bring along with this form a recent photo (passport size) with your name printed on the back to the Library Circulation Counter.
2. Please provide proof of being a member institute/unit of CCHES (e.g. staff card) upon application or renewal.
3. Applicant will be notified by email when the Library Card is ready for pickup.
4. Applicant is required to come to the Library and sign for the Library Card in person.

Name of applicant: _____ (Full Name in English) _____ (Full Name in Chinese)	Name of Institute/Unit Head: _____ (Full Name in English) _____ (Full Name in Chinese)
Name of Institute/Unit: _____	Email: _____
_____	Telephone No.: _____
Email: _____	Signature of the Institute/Unit Head: _____
Telephone No.: _____	_____
Signature of the applicant: _____	_____
_____	_____
Date: _____	Date: _____

I wish to apply for a **Borrower Card** of the Institute / College Library and agree to abide by the Library's rules and regulations currently in force.

Notes:

Type of Card	Fee	Borrowing Privileges
Borrower Card	Free	Quota: 6 items Period: 30 days Renewal: 1 time Overdue fines: HK\$2 per item per day Remote access to e-resources: Subject to the approval of the Librarian

- Each borrower 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.

For Library Use Only

Approved by Librarian: Date:	Remarks:
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Card No.	Expiry Date	Receipt No.	Collected by	Date	Handled by	Card Returned on	Handled by

<p>Staff checklist</p> <p><input type="checkbox"/> New Aleph account created</p> <p><input type="checkbox"/> Library card – Inform “Password” by _____ on _____</p>	Remarks
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