



Library Card Application Form
< CBCC / CIHE Graduates >

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. **CBCC Graduates**, please issue a cheque of **HK\$200 (one year) / HK\$300(two years)** payable to “**Caritas Bianchi College of Careers**”.
CIHE Graduates, please issue a cheque of **HK\$200 (one year) / HK\$300(two years)** payable to “**Caritas Institute of Higher Education**”.
3. Applicant will be notified by phone / email when the Borrower Card is ready for pickup.
4. Applicant is required to come to the Library and sign for the Library Card in person.

Name: _____ (Full Name in English) _____ (Full Name in Chinese)

CBCC / CIHE Student ID No.: _____ Year of Graduation: _____ Course / Programme: _____

Correspondence Address: _____

Telephone No.: _____ Email: _____

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.

(Signature of Applicant)

(Date)

Notes:

| Type of Card | Fee | Borrowing Privileges |
|----------------------|--|---|
| Borrower Card | HK\$200 (one year) HK\$300 (two years) (Non-refundable) | Quota: 3 items Period: 14 days Renewal: 3 times Overdue fines: HK\$1.5 per item per day Remote access to e-resources: No |

- 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:

Remarks:

Date:

| Card No. | Expiry Date | Receipt No. | Collected by | Date | Handled by | Card Returned on | Handled by |
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Staff checklist

- New Aleph account created
- Library card – Inform “Password” by _____ on _____
- Receipt

Remarks