



Library Card Application Form
< CBCC / CIHE Retired Staff >

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. Applicant will be notified by phone / email when the Library Card is ready for pickup.
3. 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)

Staff ID No.: _____ School / Department / Unit: _____

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	Annual 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

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