

Library Reader Card Application Form

< For CCHES Member Institutes / Units / External Institutions >

Ref. No.: ERC _____

Application Procedures

1. Please email the completed Application Form to library@cihe.edu.hk.
2. 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

Type of Card	Annual Fee	Borrowing Privileges
Reader Card	Free	Borrowing privileges: No Remote access to e-resources: No
Two Library Reader Cards will be issued to access the Library.		

- The Library reserves the right to reject any request.
- Each reader card entitles only one person to visit the Library at any one time.
- 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.

Card Collected by: _____ **Date:** _____

Renewals				
Expiry Date	Collected by	Collection Date	Handled by	Remarks

For Library Use Only	
Approved by Librarian: _____ Date: _____	Card No.: _____
Handled by: _____ Date: _____	Expiry Date: _____
	Data Input: _____