

Library Card Application Form
< For CIHE / CBCC Graduates >

Ref. No.: AL _____

Application Procedures

1. Please submit the completed form and a recent passport-sized photo (either print or digital) to the Library Circulation Counter or email them to library@cihe.edu.hk.
2. Applicant will be notified by email when the Library Card is ready for pickup.
3. Applicant is required to sign and collect the card in person at the Circulation Counter.
4. Application fee will be paid upon the collection of the card and a receipt will be sent via email.

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

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

Correspondence Address: _____

Telephone No.: _____ Email: _____

Type of Card	Annual Fee (Non-refundable)	Borrowing Privileges
Borrower Card	<input type="checkbox"/> HK\$ 200 (one year)	Quota: 3 items Period: 14 days Maximum Renewal Period: 60 days
	<input type="checkbox"/> HK \$ 300 (two years)	Overdue fines: HK\$ 1.5 / 3 per item per day (subject to the item's collection) Overdue fines for recalled item: HK\$ 3 per item per day Remote access to e-resources: No

Reason(s) for Application: Accessing e-resources on-site Using borrowing services Reading / Studying

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)

Payment Methods

1. Pay by cash at the Library Circulation Counter
2. Cheque: For **CIHE Graduates**, please issue a cheque payable to "Caritas Institute of Higher Education"
 For **CBCC Graduates**, please issue a cheque payable to "Caritas Bianchi College of Careers"

Notes:

- Each borrower card entitles only one person to visit the Library at any one time.
- In case a replacement card is required, HK\$ 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 library services-related purposes.

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

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