明 愛 專 上 學 院　　明愛白英奇專業學校
Caritas Institute of Higher Education　**Caritas Bianchi College of Careers**

Library Card Application Form
< For CIHE / CBCC Retired Staff >

Ref. No.: RS _____

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.

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)

Type of Card	Annual Fee	Borrowing Privileges
Borrower Card	**Free**	Quota: **6 items**　　　　Period: **14 days** Maximum Renewal Period: **60 days** Overdue fines: **HK$ 2 / 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: **Subject to the approval of the Librarian**

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:** _____

Renewals				
Expiry Date	Collected by	Collection Date	Handled by	Remarks

For Library Use Only　　　　　　　　　　　　　Card No.: _____

Approved by Librarian: _____ Date: _____　Expiry Date: _____

Handled by: _____ Date: _____　Data Input: _____