

**Library Card Application Form**  
**< For CIHE / CBCC Temp. / Part-time Staff >**

Ref. No.: TS / PT \_\_\_\_\_

**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](mailto: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
<b>Borrower Card</b>	<b>Free</b>	Quota: <b>15 items</b> Period: <b>Subject to the duration of the contract</b> Maximum Renewal Period: <b>120 days</b> Overdue fines: <b>HK\$ 1 / 3 per item per day</b> (subject to the item's collection) Overdue fines for recalled item: <b>HK\$ 3 per item per day</b> Remote access to e-resources: <b>Yes</b>

**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](mailto: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: _____