

Library Card Application Form

< For staff of CCHES Member Institutes / Units >

Ref. No.: SCC _____

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. Please provide proof of being a member institute/unit of CCHES (e.g. staff card) upon application or renewal.
3. Applicant will be notified by email when the Library Card is ready for pickup.
4. Applicant is required to sign and collect the card in person at the Circulation Counter.

Name of applicant: _____ (Full Name in English) _____ (Full Name in Chinese)	Name of Institute/Unit Head: _____ (Full Name in English) _____ (Full Name in Chinese)
Name of Institute/Unit: _____	Email: _____ Telephone No.: _____
Email: _____ Telephone No.: _____	Signature of the Institute/Unit Head: _____
Signature of the applicant: _____	Date: _____
Date: _____	

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.

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: No

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 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	Card No.: _____
Approved by Librarian: _____ Date: _____	Expiry Date: _____
Handled by: _____ Date: _____	Data Input: _____