

City University of Hong Kong - Friends of the Library Application Form

I. Select a membership category

Membership Type	Annual Fee		Borrowing Privileges	
			Loan Quota	Loan Period
Subscription Membership (by Application) – select a membership type by putting a ✓ against the corresponding fee.				
	Full	15% off (# see Remarks below)		
1. Secondary School Members (for secondary schools)*	<input type="checkbox"/> HK\$1,000			Nil
2. Ordinary Members	<input type="checkbox"/> HK\$3,000 <input type="checkbox"/> HK\$5,000	<input type="checkbox"/> HK\$2,550 <input type="checkbox"/> HK\$4,250		Nil 10 items 30 days
3. Corporate Members *	<input type="checkbox"/> HK\$10,000 – for members with 10 or less employees <input type="checkbox"/> HK\$20,000 – for members with more than 10 employees			20 items 40 items 30 days
4. Senior Citizens (age 60 or above)	<input type="checkbox"/> HK\$2,000	<input type="checkbox"/> HK\$1,700		10 items 30 days

II. Fill in applicant's particulars – "applicant" refers to (i) the individual applicant for an ordinary membership or a senior citizen membership, or (ii) an authorized representative of a company or organization for a corporate membership, or (iii) the School Principal for a secondary school membership.

Personal Information (individual / authorized representative of a company or organization / school principal)											
Surname						Name in Chinese					
Given Name(s)						HKID No. ()					
Company/Organization/School Information											
Name of Company/Organization/School											
Total number of staff employed				Position of the authorized representative							
Contact Information		Tel (Home)				Tel (Work)				Tel (Mobile)	
Address (Individual applicants - categories 2 and 4 please supply home address.)											
Email (All future library correspondence will be sent to this email address)											
Payment		Amount Payable (# see Remarks below)				HK\$					
<input type="checkbox"/> VISA or MasterCard (# see Remarks below) – <i>Diners and America Express are not accepted</i> , OR <input type="checkbox"/> Cheque (Cheque No. _____) - Payable to CITY UNIVERSITY OF HONG KONG . At the back of the cheque, please mark (i) your full name in BLOCK LETTERS , and (ii) your HKID Card No.											
If you choose to pay by VISA or MasterCard (must be owned by the applicant), please provide the following information:											
<input type="checkbox"/> CityU Credit Card (# see Remarks below)						<input type="checkbox"/> Other VISA / MasterCard (Bank: _____)					
Credit Card No. _____ - _____ - _____ - _____						Expiry Date _____ (mm-yyyy)					
Name Printed on the Credit Card _____											
Declaration: I hereby declare that information provided above is true and correct. Upon successful application, I agree to abide by the terms of use of the Friends of the Library Card as spelled out in the Important Notes section on this application form. I shall pay on demand any sum which may become due to be paid under the Library Regulations. Please note that for membership categories 1 and 3, the company/organization/school which the applicant represents should bear the same responsibility.											
Signature of applicant (as appeared on your credit card if you choose to pay by credit card)				Stamp of company, organization or school (For corporate membership or secondary school membership)				Date			

Remarks: * Any member of a school, company or organization can use the membership card to visit the CityU Library. However, the visit is limited to one person at one time.
 # **15% off on annual fee** if payment is settled with CityU Credit Card owned by the applicant. (This special offer **does not** apply to *Secondary School Membership* and *Corporate Membership*.)

Information provided above will be used solely for Friends of the Library and library services related purposes.

III. Guarantee

This part is to be completed by the parent or a guarantor of applicant whose age is under 18.

Parent's / Guarantor's Name (IMPORTANT: a guarantor must be aged 18 or above)

Name (BLOCK LETTERS) _____
Last Name Given Name Chinese Name (if applicable)

Relationship with applicant _____ HKID No. _____

Parent's / Guarantor's Contact Information

Address (if different from the applicant's) _____

Tel (Home) _____ Tel (Work) _____ Tel (Mobile) _____

Email _____

Declaration: I hereby declare that information provided above is true and correct. In consideration of the issue of Friends of the Library membership to the applicant named above, I, the undersigned, hereby guarantee that the applicant will abide by all Library regulations currently in force. In default of the applicant, I shall pay on demand any sum which may become due to be paid by the applicant under the Library Regulations.

Signature of parent/guarantor

Date

How to Become a Friend of the Library

How to submit my application?

A Checklist

- Select a membership category on the application form.
- Supply details of the applicant and the guarantor (if applicable).
- Submit a recent photo (size: 1" x 1½") (for ordinary membership and senior citizen membership only).
- Submit a cheque for the corresponding membership fee (if you choose to pay by cheque).
- a **photocopy** of the VISA or MasterCard that you have authorized us to settle the membership fee with (if you choose to pay by VISA or MasterCard).
- Mail your application form together with the photo, and the cheque or the photocopy of the VISA/MasterCard to:**
Friends of the Library, Run Run Shaw Library, City University of Hong Kong, 83 Tat Chee Avenue, Kowloon Tong, Hong Kong

How do I know whether my application is successful?

- Applicant will be notified by email (or by mail if no email account is supplied) whether the application is successful and when the membership card is ready for pickup. Please print out a copy of the confirmation message for collecting the membership card.
- Successful applicant is required to collect the membership card in person. Companies, organizations or schools please delegate a staff member to do so.
- Confirmation Message from the Library, Hong Kong ID Card and Proof of Address** (For applicants whose age are under 18, it will be the Proof of Address of the Guarantor) must be presented upon collection of the membership card.

Important Notes

- Friends of Library membership card is not transferable.
- All payment is not refundable.
- All Friends of the Library members must abide by the Library's regulations currently in force.
- The Library reserves the right to alter the loan privileges, if deemed necessary, without prior notification.
- The membership fees may be revised by the University as deemed necessary.

For office use only

Approved: Yes No

Approved by: _____

Valid Until: _____

Date of Issue: _____