

## Application for Fee-based Library Member

### A. Type of library card applying for (please “✓” as appropriate)

- Reader's Card (On-site reading privilege) for :  
 3 months or  1 year
- Borrower's Card (Borrowing privilege: 10 vols for 30 days) for one year
- Have you ever had a Library card/CU Link card before/now? \*  Yes  No

### B. Personal and Contact Details

Title: Mr./Mrs./Ms./Miss/Dr./Prof. Chinese Name (if any): \_\_\_\_\_  
Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Tel. no.: \_\_\_\_\_ Email: \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_

### C. Affiliation (Please provide supporting documents showing the affiliation. For independent researchers without any affiliation, please put NIL.)

Institution / Organization: \_\_\_\_\_  
Professional qualification: \_\_\_\_\_  
Degree programme enrolled: \_\_\_\_\_

#### Notes:

1. Request will be considered on an individual basis. Please note that due to space restrictions we will not consider applications from secondary school students and those only looking for a quiet place to study. The Library reserves the right to reject any application.
2. Please refer to the Library webpage for the charges.
3. Please send the completed application form by email to [ulcir@lib.cuhk.edu.hk](mailto:ulcir@lib.cuhk.edu.hk) or by post to:  
User Services  
University Library  
The Chinese University of Hong Kong  
Shatin, New Territories  
Hong Kong  
(Application for Library Card)
4. Application should be accompanied, if applicable, with supporting documents, such as valid student card, tuition fee receipt, a recommendation letter from an academic supervisor, etc.
5. The Library will reply within five working days upon receipt of the application.
6. After receiving the Library's reply, applicant should send to the address above (1) a cheque for the charges listed in the letter, payable to "The Chinese University of Hong Kong" and (2) a recent photo.
7. The Library will notify the user to pick up the card in person at the University Library when the card is ready. For enquiry, please email to [ulcir@lib.cuhk.edu.hk](mailto:ulcir@lib.cuhk.edu.hk).
8. The provision of personal data on this form is voluntary and may be shared with other university departments. If you do not provide sufficient information, we may not be able to process your application. For details of the CUHK's privacy policy, please visit: <http://www.cuhk.edu.hk/english/privacy.html>.

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### D. Declaration

- i. I declare that the information provided herein is true and correct.
- ii. I agree to abide by all conditions governing the issue of the Library card.
- iii. Should I have applied for the Library Card, I am aware that massive downloading is prohibited and any violation will lead to permanent suspension of access to library services without any refund.
- iv. I understand that all library notices will be sent to me by email only.
- v. I shall comply with all Library regulations among which is the **one-ID card policy** that I will not be granted Library privileges with other status(es) so long as the status granted by this Library card application is valid.
- vi. I understand all transaction fees are **non-refundable**, and the expiry date of the Library card granted is **non-deferrable**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_