

HKCT Academic Pavilion

Special Borrowing Application Form
(For Staff Only)

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

1. Please fill in this form if you want to borrow a normal library item for more than 60 days **OR** a library item which is normally not for loan.
2. Please complete and send this form to the Library in person, through the email attached file (lib@hkct.edu.hk) or by internal mail to the Library;
3. For enquiries, please call the Library at 2276-8562 (Ho Man Tin) or 2265-6918 (Ma On Shan).

PERSONAL INFORMATION

Name: _____ Patron Barcode: _____ Contact Tel: _____
Type: Non-teaching / Teaching ; Full-time / Part-time ; HKCT / CTIHE
Dept: _____

INFORMATION OF THE ITEM TO BE BORROWED

Material Title: _____

Vol. / Copy (if any): _____ Item Barcode: _____

REASON FOR BORROWING THE ITEM

Teaching Name of the Course / Program: _____
 Research Others: Please specify: _____

Duration: 90 Days: up to _____ Term 1 only: up to _____ Term 2 only: up to _____

Please contact Librarian (Tel: 2265-6910) if you need to borrow the item more than the above mentioned period.

Patron's Signature: _____ Date: _____

FOR LIBRARY USE ONLY

Form Rec'd Date: _____ Checked by Professional Library Staff: _____

Remarks: _____

Borrowing Item: Returned Not Yet Return Checked by Library Staff: _____

Checking Date: _____

Remarks: _____
