



## Library Book Lending Form

### Personal Particulars

MEMBERS DETAILS (Mandatory*)	
*Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof	HKIB Membership No:
*Name in English: (as shown on identity document)	*Name in Chinese:
*Mobile No:	*Primary / Work Email:

New Lending       Renewal       Reservation

### Book Details:

(Renewal Only)

Title	Barcode	Due Date of Return

#### Note:

- Members must complete this book lending form and return to the librarian by e-mail, by post or in person if they want to lend the library books.
- Books can be borrowed for up to two weeks, two books with each membership card.
- Books may be renewed once unless the item is already reserved by another member.
- Members will be notified by phone or email when the book lending is approved.

By my signature below, I read, understood and accept the notes stated above.

Received in good condition.

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

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

### Contact Us

Address: 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

website: [www.hkib.org](http://www.hkib.org)

Telephone: (852) 2153 7800

email: [cs@hkib.org](mailto:cs@hkib.org)

For office use only

Form received on / by	Approved (Y/N) on	Reserved (Y/N) on / by
Member informed on / by	Book is lent on / by	Book return on / by