

**Oxfam Hong Kong Interactive Education Centre Resource Library**  
**Application Form**  
**for Borrowing, Booking, and Obtaining Educational Resources**

Online Resource Catalogue: [www.cyberschool.oxfam.org.hk/eng/resources.php](http://www.cyberschool.oxfam.org.hk/eng/resources.php)

**Borrowing / Booking:**

Borrowing     Advanced Booking

**I would like to borrow the following resources (Maximum 5 items):**

<u>Code</u>	<u>Title</u>
(1) _____ Type: (Please tick <input type="checkbox"/> )	_____ <input type="checkbox"/> Book <input type="checkbox"/> Video / VCD <input type="checkbox"/> Exhibition Board <input type="checkbox"/> Teaching Kit <input type="checkbox"/> Game
(2) _____ Type: (Please tick <input type="checkbox"/> )	_____ <input type="checkbox"/> Book <input type="checkbox"/> Video / VCD <input type="checkbox"/> Exhibition Board <input type="checkbox"/> Teaching Kit <input type="checkbox"/> Game
(3) _____ Type: (Please tick <input type="checkbox"/> )	_____ <input type="checkbox"/> Book <input type="checkbox"/> Video / VCD <input type="checkbox"/> Exhibition Board <input type="checkbox"/> Teaching Kit <input type="checkbox"/> Game
(4) _____ Type: (Please tick <input type="checkbox"/> )	_____ <input type="checkbox"/> Book <input type="checkbox"/> Video / VCD <input type="checkbox"/> Exhibition Board <input type="checkbox"/> Teaching Kit <input type="checkbox"/> Game
(5) _____ Type: (Please tick <input type="checkbox"/> )	_____ <input type="checkbox"/> Book <input type="checkbox"/> Video / VCD <input type="checkbox"/> Exhibition Board <input type="checkbox"/> Teaching Kit <input type="checkbox"/> Game

**Loan-out period: 14 days**

Date to be collected: \_\_\_\_\_ (Please collect on time)

Date due: \_\_\_\_\_

**Renewal:** To help us provide a good service to the community, please return items promptly. If you need to extend the loan-out period, renewals should be made by telephone at least 2 working days before the due date whereupon a new due date will be confirmed by an Oxfam Hong Kong staff member. Unless the item has already been reserved by another party, it can be renewed for up to 2 consecutive times with a maximum period of 7 days for each renewal.

**Late Fee:** A daily charge will be made for returning materials late -- HK\$5 per working day for books and \$10.00 per working day for other items.

**Free Resources:**

I would like the following resource(s): (Please tick )

Title: \_\_\_\_\_  
Type: (Please tick )     Educational CD     Activity Guide

Title: \_\_\_\_\_  
Type: (Please tick )     Educational CD     Activity Guide

Title: \_\_\_\_\_  
Type: (Please tick )     Educational CD     Activity Guide

**Applicant Information:**

Membership no.: \_\_\_\_\_ (If you are a member, you only need to fill in the following information if there are changes)

Name of school/organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Job Title: \_\_\_\_\_

Telephone/mobile no.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Resource Loan-out Rules and Regulations:**

(1) Users should value the educational materials and use them carefully. The borrower will be financially responsible for any loss or damage to any item, as a charge will be incurred to cover any replacement costs. Oxfam reserves the right to withdraw borrowing privileges from users.

(2) Before returning items to Oxfam, please ensure that: (1) Audio/Video Tapes are rewound; (2) exhibition panels are clean; with all adhesives/hanging materials removed; arranged in sequential order; and placed face-to-face and back-to-back. Please do not place heavy objects on top of the exhibition panels. Reference materials are not for loan-out from the library.

(3) To ensure access for other users, please return items promptly.

(4) For people who would like to borrow resources or read materials in the library, please read the online resource catalogue and make a booking in advance.

**Signature and Chop of Responsible Person:**

**Resources Received by:**

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

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

**OHK Interactive Education Centre Resource Library**

**Opening Hours: (Advance Booking is Required)**

Monday to Friday: 10:00 am - 1:00 pm; 2:00 pm - 7:00 pm  
Saturday: 10:00 am - 1:00 pm  
Sunday and Public Holidays: CLOSED

Address: 8/F, China United Centre, 28 Marble Road, North Point, Hong Kong  
(North Point MTR station – Exit A4)

**Enquiries and Reservations:**

Phone: 3120-5180  
Fax: 2527-6202  
Email: [education@oxfam.org.hk](mailto:education@oxfam.org.hk)  
Contact: Mr. Leung Sze Kei, Michael

**Online Resource Catalogue:** [www.cyberschool.oxfam.org.hk/eng/resources.php](http://www.cyberschool.oxfam.org.hk/eng/resources.php)  
**Oxfam Hong Kong Education Website—Cyberschool:** [www.cyberschool.oxfam.org.hk/eng](http://www.cyberschool.oxfam.org.hk/eng)