Hong Kong Respiratory Nursing College

**BOOK LOAN FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Member Name |  | | |
| Membership Number |  | | |
| Contact Phone Number |  | | |
| Email Address |  | | |
| Books Borrowed |  | | |
| Title 1 |  | | |
| Title 2 |  | | |
| Total Books Borrowed |  | | |
| Date Borrowed |  | | |
| Date Borrowed Maximum 30 days |  | | |
| Librarian Signature |  | Member Signature |  |
|  | | | |
| Condition Returned | Good / Missing pages\* / Others\* | | |
| Missing Books Number |  | | |
| Missing Title 1 |  | | |
| Missing Title 2 |  | | |
| Late Return Fine – HKD 10 per book per day |  | | |
| Lost Books Fine – Full Commercial Value |  | | |
| Total Fine |  | | |
| Librarian Signature |  | Member Signature |  |
| Notes:   1. Fill in the first 4 items highlighted in blue 2. Send the e-copy of this form to [admin@hkrnc.org.hk](mailto:admin@hkrnc.org.hk) and also indicate the books that you intend to borrow in the email 3. Responsible personnel will contact you via email to follow up the books borrowing procedures. 4. Please send email to HKRNC 5 days in advance should you need to extending the borrowing period. The maximum borrowing period of each book is 60 days | | | |