



THE HONG KONG POLYTECHNIC UNIVERSITY

Pao Yue-kong Library

Hung Hom Kowloon Hong Kong

Promotional Offer

Library Ticket (Graduate) – Application Procedures

1. Eligibility

(i) Graduates of the PolyU

- Graduates who have successfully completed a course which has led to a PolyU/PolyU-SPEED/PolyU-HKCC award can apply. Such an awardee holds an official certificate signed by the Chancellor, President and Academic Secretary / the President and Director of SPEED / the President and Director of HKCC as appropriate.

(ii) All members of the Federation of PolyU Alumni Associations.

2. Fees

Library privilege entitlement	Annual fee - Alumni without BEA PolyU Visa Card	Annual fee - Alumni with BEA PolyU Visa card
Borrowing ticket with remote access privilege	\$800	\$640
Borrowing ticket only	\$500	\$425
Remote access only (A Library number will be assigned. The selected e-resources are subject to change due to licence agreements. For more information, please refer to http://www.lib.polyu.edu.hk/node/890 and e-resources elsewhere in the Library homepage marked with "A").	\$600	\$510

The above new fees are on trial from January 2 to 31 December 2009. All fees paid are non-refundable. Please contact the Circulation Counter at lbcir@polyu.edu.hk or (852) 2766-6864 for the appropriate Debit Note No. or bank pay-in slip.

3. The application form is attached herewith. For enquiries, please call the Circulation Counter at (852) 2766-6864.

4. Please bring along the following documents IN PERSON to the Circulation Counter. The ticket / Library No. will be issued to you on the spot:

- (i) The completed application form;
- (ii) A recent passport-size photo with the applicant's name on the back (for Borrowing ticket);
- (iii) Photocopy of PolyU's certificate of graduation / examination result notification / proof of membership of the Federation of PolyU Alumni Associations;
- (iv) The Bank of East Asia PolyU Visa Card (if applicable);
- (v) The original receipt of the Hang Seng Bank Pay-in slip for cash payment, customer advice for ATM payment, or Debit Note No. for Internet / phone payment; and
- (vi) ID card or passport for personal identification.

5. Payment Methods

- (i) Pay in cash direct to any branch of the Hang Seng Bank Ltd;
- (ii) Payment by Phone Service (PPS) - register the Debit Note No. by phone at 18013 or 18011, then pay by phone at 18033 or 18031 to PolyU (merchant code 77);
- (iii) Internet payment - HSB and HSBC, payee: "The Hong Kong Polytechnic University";
- (iv) Automatic Teller Machine (ATM) - HSB/HSBC/JETCO
 - a) Select the service of "Bill Payment", "Education", "HK Polytechnic University";
 - b) Enter "01" as the Bill Type and enter Debit Note No. as the Payment Reference No. or Bill/Account No.
 - c) Customer advice will be printed after the transaction. You have to keep the advice for verification.

6. Eligibility of the Bank of East Asia PolyU Visa Card does not guarantee eligibility of a Library ticket.

7. The Hong Kong Polytechnic University reserves the right to revise the above arrangement whenever it deems necessary and appropriate.

