



**THE HONG KONG POLYTECHNIC UNIVERSITY**  
**Pao Yue-kong Library**  
Hung Hom Kowloon Hong Kong

**Library Borrower's Ticket (PolyU Privilege Card) – Application Procedures**

1. PolyU Privilege Cardholders may apply for the Library Borrower's Ticket (PolyU Privilege Card).
2. The fee is HK\$750 (1 year) / \$1,425 (2 years) / \$2,025 (3 years). All fees are non-refundable. Please contact the Circulation Counter at [lbcir@polyu.edu.hk](mailto:lbcir@polyu.edu.hk) or (852) 2766-6864 for the appropriate bank pay-in slip.
3. Applicants should be residents in Hong Kong and at least 21 years of age.
4. The application form is attached herewith. For enquiries, please call the Circulation Counter at (852) 2766-6864.
5. Please bring along the following documents IN PERSON to the Circulation Counter. The ticket 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;
  - (iii) The valid PolyU Privilege Card;
  - (iv) 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
  - (v) ID card or passport for personal identification.
6. 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.
7. Eligibility of the PolyU Privilege Card does not guarantee eligibility of the Library Borrower's Ticket.
8. The Hong Kong Polytechnic University reserves the right to revise the above arrangement whenever it deems necessary and appropriate.



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Application Form for Library Borrower's Ticket (PolyU Privilege Card)

Ticket No. \_\_\_\_\_

Expiry \_\_\_\_\_

For renewal application, please quote previous ticket number : \_\_\_\_\_

To apply for 1 yr\* / 2 yrs\* / 3 yrs\* Title Prof.\* / Dr.\* / Mr.\* / Ms.\*

Name (Chinese) \_\_\_\_\_ HKID \* / Passport No. \* \_\_\_\_\_

(English) \_\_\_\_\_  
 (Surname) (Other names in full)

Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_  
 (this will be used as the correspondence address)

Name of Company (if applicable) \_\_\_\_\_

Office / Mobile Tel. \_\_\_\_\_ Home Tel. \_\_\_\_\_

Education Qualification \_\_\_\_\_

\* Please delete as appropriate

P.T.O.

**PolyU Privilege Card expiry date:**

**DECLARATION**

I declare that the information provided herein is true and correct to the best of my knowledge and agree to abide by all conditions governing the issue of the library ticket and obey all library regulations currently in force.

I further declare that my prime purpose in using the Library is for research and private study.

I understand that the Library will use the information for the purposes of providing general library services and that it may give specified information to authorized PolyU offices and legal authorities.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**FOR OFFICIAL USE**

Data input on \_\_\_\_\_ by \_\_\_\_\_

Debit note no. \_\_\_\_\_ Payment date \_\_\_\_\_

I acknowledge receipt of the Library Borrower's Ticket (PolyU Privilege Card)

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