



Library Ticket (PolyU Privilege Card) – Application Procedures

1. PolyU Privilege Cardholders may apply for a Library Ticket (PolyU Privilege Card).
2. Fees

Library privilege entitlement	Annual Fee
Borrowing ticket with remote access privilege	\$640
Borrowing ticket only	\$425
Remote access only (A Library No. will be assigned. The selected e-resources are subject to licence agreements. For more information, please refer to http://www.lib.polyu.edu.hk/node/890)	\$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. Applicants should be 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 / 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 only);
 - (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 a Library ticket.
8. The Hong Kong Polytechnic University reserves the right to revise the above arrangement whenever it deems necessary and appropriate.

