**Library Card (Special Borrower) - Application Procedures**

**Eligibility**

Borrowing privileges may be granted to senior staff of commercial, industrial, educational, or professional organizations. Such persons should normally possess a first degree or equivalent and must demonstrate a genuine organizational need to use our Library resources. A reference letter from the employer or official of the organization illustrating such needs is required.

**Library Privileges**

Holder of valid Library card (Special Borrower) can enjoy borrowing services and remote access of selected Library e-resources (http://www.lib.polyu.edu.hk/databases/ra-A).

**Fees**

A non-refundable fee of HK$2,000 (1 year) / HK$3,800 (2 years) / HK$5,400 (3 years) is charged for each Library card issued.

**Application**

Should the applicant satisfy the criteria of eligibility, please bring along the following documents IN PERSON to the Library Circulation Counter during normal opening hours:

1. The completed application form (one for each applicant);
2. A recent passport-size photo with the applicant’s name on the back;
3. Reference letter from the employer / official of organization;
4. A copy of payment proof (see Payment Methods below);
5. Copies of relevant certificates of qualification for each applicant; and
6. HKID Card or passport for personal identification.

**Payment Methods**

1. Pay by Visa/Master/CUP (China UnionPay) card via On-line Card Payment System of the Hong Kong Polytechnic University (https://www40.polyu.edu.hk/foccp/ccp_payment_menu.jsp)
   a) Choose [LIB - Library] at Event Host Department;
   b) Click [Search] for the Event List;
   c) Click [Proceed to pay] for the Library card that you want to apply;
   d) Fill in payment details and select card type at the Event Payment Page;
   e) Click [Proceed to pay by Visa / Master / CUP Card] for payment at JETCO Payment Gateway webpage,
   f) Print the payment confirmation page as payment proof of successful payment;
   g) You will also receive Payment Acknowledgement Email as payment proof after successful payment;

For payment method 2 and 3, please contact the Library Circulation Counter to get a debit note slip / bank pay-in-slip and write your name on it.

   a) Select the service of ‘Bill Payment’, ‘Education’, ‘The Hong Kong Polytechnic University’;
   b) Enter ‘01’ as the Bill Type and enter Debit Note No. as the Payment Reference No. or Bill / Account No.;
   c) Print the customer advice from ATM after the transaction and keep it together with your debit note slip as payment proof for verification;

3. Pay in cash with your debit note slip / bank pay-in-slip at any branch of the Hang Seng Bank and keep the receipt copy as payment proof for verification.

The payment proof will serve as official receipt. No request for additional copy of receipt will be entertained.

**Terms and Conditions**

1. All fees paid are non-refundable and non-transferable.
2. The Library cards are not transferable.
3. New application or renewal of Library card will be processed only when all outstanding fees and charges under the applicant’s Library account(s) are paid. Application will be rejected for any default in payment.
4. The Library reserves the sole right to approve or decline Library card application.
5. The Hong Kong Polytechnic University reserves the right to revise the above arrangement whenever it deems necessary and appropriate.

For enquiries, please contact the Library Circulation Counter by phone (852) 2766-6864 or email to lbcir@polyu.edu.hk.
# Application Form for Library Card (Special Borrower)

- **New Application**
- **Renewal**, please quote Library No.

### I PERSONAL PARTICULARS

<table>
<thead>
<tr>
<th>Surname</th>
<th>Other Names (in full)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name in Chinese (if applicable)</td>
<td>Title: Prof. / Dr / Mr / Mrs / Ms*</td>
</tr>
<tr>
<td>Hong Kong I.D. Card / Passport No.*</td>
<td>Tel. No.</td>
</tr>
</tbody>
</table>

### II ORGANIZATION

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel. No.</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

### III PAYMENT

(For payment proof and details, see Payment Methods of Application Procedures overleaf)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HK$2,000 (1 year) / HK$3,800 (2 years) / HK$5,400 (3 years)*</td>
<td></td>
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</table>

| Invoice No. | (for Visa/Master/CUP card payment via On-line Card Payment System of Hong Kong Polytechnic University; shown in the Payment Confirmation Page / Payment Acknowledgement Email) |

| Debit Note No. | (for ATM or cash payment at the Hang Seng Bank) |

### IV DECLARATION

1. 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 card and obey all library regulations currently in force.

2. I confirm that I have read and understand the terms and conditions listed in the Application Procedures of Library card.

3. I understand that the information provided in this form will be used for the purpose of providing general library services or a directly-related purpose in PolyU. The Library may give specified information to authorized PolyU offices and legal authorities, where applicable, for purposes relating to the collection of such information.

| Signature | Date |

### V GUARANTEE

(to be completed by the employer/responsible officer for the applicant from company if applicable)

In consideration of the issue of a Library Card (Special Borrower) to my employee named above, I, the undersigned hereby guarantee that the employee will abide by all Library Regulations currently in force. If the employee defaults, I shall pay on demand any sum which may be due under the Library Regulations.

| Signature | Name | Job Title |

I acknowledge receipt of the Library card.

| Signature | Date |

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* Please delete as appropriate