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## The Hong Kong Polytechnic University Pao Yue-kong Library

**Off-campus Access Library Membership (Graduate) - Application Procedures**

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### Eligibility

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

### Library Privileges

Holders of valid Off-campus Access Library Membership (Graduate) can enjoy off-campus access to selected Library e-resources ([*https://www.lib.polyu.edu.hk/databases/ra-A*](https://www.lib.polyu.edu.hk/databases/ra-A)). The list of selected e-resources and their access arrangement is subject to change by the Library without prior notice. No borrowing privilege or physical access to the Library is granted for the Off-campus Access Library Membership (Graduate).

### Fees

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|  | Annual Fee (HK$) |
| Holders of BEA PolyU Graduate VISA Card or FHKPUAA Federation Card # | 450 |
| Non-holders of BEA PolyU Graduate VISA Card and FHKPUAA Federation Card | 600 |

#A valid BEA PolyU Graduate VISA Card or FHKPUAA Federation Card with the cardholder’s name identical to the application form must be presented. Eligibility of the BEA PolyU Graduate VISA Card and/or FHKPUAA Federation Card does not guarantee eligibility of an Off-campus Access Library Membership (Graduate).

### Application

Please send the following documents via email to the Library at [lbcir@polyu.edu.hk](mailto:lbcir@polyu.edu.hk).

1. The completed application form;
2. A soft copy of PolyU’s certificate of graduation / examination result notification;
3. A soft copy of the BEA PolyU Graduate VISA Card / FHKPUAA Federation Card (applicable only if discounted annual fee is paid).

### Payment Method

After the required documents have been verified, the payment instruction will be sent by email to applicants.

### Terms and Conditions

1. All fees paid are non-refundable and non-transferable.
2. New application or renewal of Off-campus Access Library Membership (Graduate) will be processed only when the applicant’s graduate status is verified, and all outstanding fees and charges under the applicant’s Library account(s) are paid. Application will be rejected for failure in verifying the graduate status or any default in payment.
3. Renewal will only be processed as early as one month before the membership expires.
4. Use of the Library is restricted to non-commercial purposes only, i.e. for private study or personal research.
5. Library membership holders must abide by Library Regulations (<https://www.lib.polyu.edu.hk/about-us/library/library-regulations>) and Electronic Resources Copyright Warning (<https://www.lib.polyu.edu.hk/about-us/library/regulations/copyright>).
6. Library memberships are not transferable, while Library log-in accounts must not be shared with others.
7. The Library reserves the right not to offer or terminate Library services to any individual based on his/her conduct or past conduct in the Library.
8. Holders of valid Off-campus Access Library Membership (Graduate) can enjoy off-campus access to selected Library e-resources ([*https://www.lib.polyu.edu.hk/databases/ra-A*](https://www.lib.polyu.edu.hk/databases/ra-A)). The list of selected e-resources and their access arrangement is subject to change by the Library without prior notice. No borrowing privilege or physical access to the Library is granted for the Off-campus Access Library Membership (Graduate).
9. The Hong Kong Polytechnic University reserves the right to revise the above arrangement whenever it deems necessary and appropriate.

For enquiries, please call the Library’s Loan & Return Counter at (852) 2766-6864 or email to [lbcir@polyu.edu.hk.](mailto:lbcir@polyu.edu.hk)

# The Hong Kong Polytechnic University Pao Yue-kong Library

**For Official Use Only:**

Barcode No. Expiry

**Application Form for Off-campus Access Library Membership (Graduate)**

 New Application  Renewal, please quote Barcode No.

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| **I PERSONAL PARTICULARS** | | | |
| Surname | | Other Names (in full) | |
| Name in Chinese (if applicable) | | Title\*: Prof. / Dr / Mr / Mrs / Ms | |
| HKID Card/Passport No. (First 5 alphanumeric characters) | | | Tel. No. |
| Home Address (in English) | | | |
| Email Address  (This will be used as the correspondence address) | | | |
| Qualification Awarded | | | Year of Graduation |
| Alumni NetID  Note Graduates of 2011 and onwards with PolyU award: Your Alumni NetID is your Student ID. Graduates before 2011 or HKCC/SPEED graduates: Please register at <https://idportal.polyu.edu.hk/AlumniReg/inputUserInfo.action>) | | | |
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| **II ANNUAL FEE** (The payment instruction will be sent by email after the required documents have been verified) | | | |
| Federation of PolyU Alumni Associations Membership expiry date (if applicable) | | | |
| Bank of East Asia PolyU Graduate VISA Card expiry date (if applicable) | | | |
| Annual Fee \* | HK$450 (for valid BEA PolyU Graduate VISA Card or FHKPUAA Federation Card holders)  HK$600 (for non-holders of BEA PolyU Graduate VISA Card and FHKPUAA Federation Card) | | |
| **III DECLARATION**   1. I declare that the information provided herein is accurate to the best of my knowledge and agree to abide by all conditions governing the issuance of the Off-campus Access Library Membership (Graduate) and comply with all Library regulations currently in force. (<https://www.lib.polyu.edu.hk/about-us/library/library-regulations>) 2. I further declare that my prime purpose in using the Library e-resources is for private study or personal research. 3. I confirm that I have read and understood the terms and conditions listed in the Application Procedures of Off-campus Access Library Membership (Graduate).   Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **IV PERSONAL INFORMATION COLLECTION STATEMENT**  The information collected from you will be used for the purpose of processing your application. Failure to complete the form may affect your application. The Library may give specified information to other departments within the University for the purpose specified above or a purpose that is directly related. Under the Personal Data (Privacy) Ordinance, you may request for access to and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Departmental Personal Data Officer, Pao Yue-kong Library, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong. | | | |

\*Please delete as appropriate Nov 2023