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**The Hong Kong Polytechnic University**

**Pao Yue-kong Library**

**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, together with copies of relevant certificates of qualification are required.

# ***Library Privileges***

# Holders of a valid Library card (Special Borrower) can enjoy borrowing services and access to selected Library e-resources. They can also have physical access to the Library during its opening hours, excluding after-hours access to the 24-Hour Study Centre. The list of selected e-resources and their access arrangement is subject to change by the Library without prior notice. For details, please refer to the Library Homepage (<https://www.lib.polyu.edu.hk/user-privileges/special-borrowers>).

# ***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***

Please bring along the following documents IN PERSON to the Library Loan & Return Counter.

The completed application form (one for each applicant);

A recent passport-size photo with the applicant’s name on the back;

Reference letter from the employer / official of organization;

Copies of relevant certificates of qualification for each applicant;

A copy of payment proof (see Payment Methods below); and

Personal identification document, e.g. HKID Card or passport.

***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*](https://www40.polyu.edu.hk/foccp/ccp_payment_menu.jsp))
2. Click Librarytab at the top menu bar;
3. Click Proceed to payfor the Library card that you want to apply;
4. Fill in payment details and select card type at the Event Payment Page;
5. Click Proceed to pay by Visa / Master / CUP Card for payment at JETCO Payment Gateway webpage;
6. Print the “Payment Confirmation” page as payment proof of successful payment;
7. A “Payment Acknowledgement” will also be emailed to you for your record.

For payment method 2 and 3, please contact the Library Loan & Return Counter to get a debit note slip / bank pay-in-slip:

1. Pay at Automatic Teller Machine (ATM) of Hang Seng Bank / HSBC / JETCO
2. Select the service of ‘Bill Payment’, ‘Education’, ‘The Hong Kong Polytechnic University’;
3. Enter ‘01’ as the Bill Type and enter Debit Note No. as the Payment Reference No. or Bill / Account No.;
4. Print the customer advice from ATM after the transaction and keep it together with your debit note slip as payment proof for verification;
5. Pay in cash with a 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.

Please note that the payment proof serves as the official receipt for this application. No additional copy of receipt will be provided.

***Terms and Conditions***

1. All fees paid are non-refundable and non-transferable.
2. 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 or renewal will be rejected for any default in payment.
3. Renewal will only be processed as early as one month before the card expiry.
4. Library cards are not transferable, while Library log-in accounts must not be shared with others.
5. 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 and to maintain that restriction for as long as deemed appropriate by the Library.
6. 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 at 2766-6864.

P.T.O.

**The Hong Kong Polytechnic University**

**Pao Yue-kong Library**

**For Official Use Only:**

Barcode No.

Expiry

**Application Form for Library Card (Special Borrower)**

|  |  |  |
| --- | --- | --- |
| □ New Application | □ Renewal, please quote Barcode No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Apply for 1 yr / 2 yrs / 3 yrs\* |
| **I PERSONAL PARTICULARS** |
| Surname  | Other Names (in full)  |
| Name in Chinese (if applicable)  | Title: Prof. / Dr / Mr / Mrs / Ms\*  |
| Personal identification document (HK ID Card/Passport) \* No. | Tel. No.  |
| Home Address  |
| Email Address (this will be used as the correspondence address)  |
| Education Qualification (copy of certificate must be attached)  |
| **II ORGANIZATION**  |
| Name of Organization  |
| Address  |
| Tel. No.  | Email Address  | Membership Expiry Date (if applicable)  |
| **III PAYMENT** (For payment proof and details, see Payment Methods of Application Procedures overleaf) |
| Amount | HK$2,000 (1 year) / HK$3,800 (2 years) / HK$5,400 (3 years)\* | Payment Date  |
| Invoice No.  | (for Visa/Master/CUP card payment via On-line Card Payment System of the 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 accurate to the best of my knowledge and agree to abide by all conditions governing the issuance of Library card and comply with all Library regulations currently in force. (https://www.lib.polyu.edu.hk/about-us/library/library-regulations)
2. I confirm that I have read and understood the terms and conditions listed in the Application Procedures of Library card.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **V GUARANTEE** (to be completed by the employer/responsible officer for the applicant from company if applicable)In consideration of the issuance 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.Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **VI PERSONAL INFORMATION COLLECTION STATEMENT** The information collected from you will be used for the purpose of processing card application. Failure to complete the form  may affect the 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. |
|  **VII ACKNOWLEDGEMENT OF RECEIPT** I acknowledge receipt of the Library card.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

\* please delete as appropriate November 2018