Library Card (PolyU Privilege Cardholder) - Application Procedures

Eligibility

1. Cardholders of the PolyU Privilege Card # may apply for a Library Card; and
2. The applicants must be 18 years of age or above.

#The PolyU Privilege Card must be valid and the cardholder must be the same person to apply for the Library card. Eligibility of the PolyU Privilege Card does not guarantee eligibility of a Library card.

Library Privileges

Holder of valid Library card (PolyU Privilege Cardholder) 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 annual fee of HK$750 is charged for each Library card.

Application

Please bring along the following documents IN PERSON to the Library Circulation Counter. The Library card will be issued to you on the spot:

1. The completed application form;
2. A recent passport-size photo with the applicant’s name on the back;
3. A copy of payment proof (see Payment Methods below);
4. The PolyU Privilege Card; and
5. 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 (PolyU Privilege Cardholder)

- [ ] New Application
- [ ] Renewal, please quote Library No.

## I PERSONAL PARTICULARS

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

Email Address (this will be used as the correspondence address)

Education Qualification

PolyU Privilege Card Expiry Date

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

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<tr>
<th>Amount</th>
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<td>HK$750.00</td>
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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)

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

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

4. 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

I acknowledge receipt of the Library card.

Signature  Date

* Please delete as appropriate

For Official Use Only:
Card No.
Expiry

Sept 2012