



THE HONG KONG
POLYTECHNIC UNIVERSITY

香港理工大學

包玉剛圖書館

Pao Yue-kong Library

香港 九龍 紅磡

Hung Hom Kowloon Hong Kong

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Email lbcir@polyu.edu.hk

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校長

潘宗光教授

President

Prof. Poon Chung-kwong

GBS, PhD, DSc, JP

Dear Sir/Madam,

I refer to your recent enquiry regarding access to the Library.

Borrowing privileges may be granted to senior staff of commercial, industrial, educational, or other organizations. Such persons should normally possess a first degree or equivalent and must demonstrate a genuine organizational need to use our Library resources. In addition, members of professional organizations may apply for a Library ticket with a letter of introduction from the officials of the organization.

An application form for a Special Borrower's Ticket is attached. Please complete the form as appropriate. A non-refundable annual fee of HK\$2,000 is charged for each Borrower's Ticket issued. A Hang Seng Bank pay-in slip is enclosed for pre-payment purposes.¹

In case of enquiries, please call the Circulation Counter at 2766-6864. Should the applicant satisfy the above criteria, please come to the Library during normal opening hours and bring the following:

1. Letter of introduction from the employer/professional organization;
2. Completed application form - one for each applicant;
3. Official receipt of the Hang Seng Bank payment slip for cash payment, customer advice for ATM payment, or Debit Note No. for Internet / phone payment;
4. Copies of relevant certificates of qualification for each applicant;
5. ID card or passport for personal identification;
6. A recent passport-size photo with the applicant's name on the back.

Please note the following payment methods:

To allow time for transfer of payment to the PolyU, please settle the payment at least 2 working days before the last day for payment printed on the Debit Note, cash payment excluded.

- (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.

Please note that the Library reserves the right to reject any application.

Yours sincerely,


Grace Poon

Section Head (Circulation)

Tel: (852) 2766-6879

Email: lbgace@polyu.edu.hk

¹ If you have obtained the application form by fax or via the Internet, please send a stamped self-addressed envelope with your name in full to the Circulation Section of this Library for mailing of the bank pay-in slip.

 THE HONG KONG POLYTECHNIC UNIVERSITY Pao Yue-kong Library Application Form for Special Borrower's Ticket	Ticket No.	
	Expiry	
Name in Chinese	Name in English	
	Surname & title Prof. */Dr.*/ Mr.*/ Ms.*	Other names in full
HKID * / Passport No.*		
Home Address		
Phone No.	E-mail Address (this will be used as the correspondence address)	
Education Qualification (COPIES OF CERTIFICATES MUST BE ATTACHED)		
DECLARATION 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 ticket and obey all library regulations currently in force. I understand that the Library will use the information for the purposes of providing general library services and that it may give specified information to authorized PolyU offices and legal authorities. Signature: _____ Date : _____ * Please delete as appropriate P.T.O.		
FOR LIBRARY USE		
Debit Note No.	Payment Date	Data Input by /Date
I acknowledge receipt of the Special Borrower's Ticket		
Signature _____ Date _____		

TO BE COMPLETED BY APPLICANTS FROM COMPANIES	
Name of organization	Company Registration No. & Date
Address	
Tel	Fax
Total No. of staff employed	
Describe the nature & activities of your organization	
Name of applicant	Job title
Reasons why the applicant needs to use The Hong Kong Polytechnic University Pao Yue-kong Library	
GUARANTEE (TO BE COMPLETED BY THE EMPLOYER/SENIOR RESPONSIBLE OFFICER) In consideration of the issue of a Special Borrower's Ticket 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: _____	
TO BE COMPLETED BY APPLICANTS FROM PROFESSIONAL ORGANIZATIONS	
Name of organization: Contact Address: Telephone no.: _____ Fax no.: _____ Membership expiry date:	