



THE HONG KONG POLYTECHNIC UNIVERSITY
Pao Yue-kong Library

Hung Hom Kowloon Hong Kong

Dear HKSTP Incubatees & Tenants,

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.

PLEASE NOTE THAT ACCESS TO THE LIBRARY CANNOT BE GRANTED IF THE SOLE NEED IS TO STUDY FOR PERSONAL PROFESSIONAL EXAMINATIONS OR EXTERNAL DEGREES.

An application form for a Special Borrower's Ticket is attached. Please ensure that all questions are answered and the form is signed by the applicant as well as a senior responsible officer of the employer before returning it to the Library. 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

Should your staff satisfy the above criteria, please ask him/her to come to the Library during normal opening hours (call tel: (852) 2766-7734 for information), and bring the following:

1. Letter of introduction from the employer/senior responsible officer;
2. Completed application form - one for each staff member;
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 staff member;
5. ID card or passport for personal identification;
6. A recent passport-sized photo (3.5 cm x 2.5 cm).

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.


Thank you.

Yours sincerely,

Grace Poon
Section Head (Circulation)
Email: lbcir@polyu.edu.hk
Tel: (852) 2766-6879

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		HKID * / Passport No.*
	Surname & title Prof. */Dr.*/ Mr.*/Ms.*	Other names in full	
Home Address			
Phone No.	E-mail Address (this will be used as the correspondence address)		
Education Qualification (COPIES OF CERTIFICATES MUST BE ATTACHED)			
<u>DECLARATION</u>			
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			
(TO BE COMPLETED BY LIBRARY STAFF)			
Debit Note No.	Payment Date	Data Input by /Date	
Ticket received by		Date	

(TO BE COMPLETED BY THE EMPLOYER OF THE APPLICANT)	
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 applicant needs to use The Hong Kong Polytechnic University Pao Yue-kong Library	
<u>GUARANTEE</u>	
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: _____