

## CPCE Libraries

### Alumni Libraries Ticket – Application Procedures

- 1) Eligibility  
Graduates of HKCC and SPEED who graduated from PolyU award courses.
- 2) Subscription Fee: \$200 (1 year) / \$380 (2 years) / \$540 (3 years)  
All fees are non-refundable.
- 3) Applicants should be residents of Hong Kong.
- 4) The application form is attached herewith. For enquiries, please contact the CPCE Libraries at (852) 3746-0850 or (852) 3746-0860, or email to [library@cpce-polyu.edu.hk](mailto:library@cpce-polyu.edu.hk).
- 5) Please bring along the following IN PERSON to the HHB Library or the WK Library. The ticket will be issued to you on the spot.
  - i. The completed application form;
  - ii. A recent passport-size photo with your name on the back;
  - iii. Photocopy of certificate of graduation of HKCC/SPEED PolyU award courses (not applicable for renewal application);
  - iv. HKID card or passport for personal identification;
  - v. Octopus Card with sufficient stored value for the subscription fee.
- 6) Payment Method  
Subscription fees are paid by Octopus Card at the library counter. All fees are non-refundable.
- 7) The CPCE reserves the right to revise the above arrangement whenever it deems necessary and appropriate.

### Personal Information Collection Statement

- 1) The personal data in relation to your application will be used by the CPCE Libraries for the purpose of processing your application, verifying and authenticating your eligibility to use library resources and services, and updating library patron records.
- 2) The personal data held by the library will be kept confidential. Only authorized library staff may access personal data stored in the library system for the purpose of performing library work.
- 3) The personal data collected herein will not be disclosed to third parties without your approval, except as requested by law.
- 4) Under the Personal data (Privacy) Ordinance, you may request access to, and/or correction of your personal data held by the library. If you wish to access or correct your personal data held by the library, please submit a request to [library@cpce-polyu.edu.hk](mailto:library@cpce-polyu.edu.hk).

**FOR OFFICIAL USE**

Payment Date \_\_\_\_\_ Collected Amount \$ \_\_\_\_\_ Processed by \_\_\_\_\_  
 Data Input Date \_\_\_\_\_ Data Input by \_\_\_\_\_  
 Date \_\_\_\_\_ Signature by Section Head \_\_\_\_\_

**ALUMNI LIBRARIES TICKET APPLICATION**  
**College of Professional and Continuing Education**

Ticket No. \_\_\_\_\_

Expiry Date \_\_\_\_\_

**PERSONAL PARTICULARS**

For renewal application, please quote previous ticket number: \_\_\_\_\_

To apply for 1 year\* / 2 years\* / 3 years\*

Title Mr.\* / Ms.\* / Miss\*

Name (Chinese) (if applicable) \_\_\_\_\_ HKID \* / Passport No.\* \_\_\_\_\_

(English) \_\_\_\_\_  
(Surname) (Other names in full)Home Address \_\_\_\_\_  
\_\_\_\_\_E-mail Address \_\_\_\_\_  
(This will be used as the correspondence address)

Name of Company (if applicable) \_\_\_\_\_

Office / Mobile Tel. \_\_\_\_\_ Home Tel. \_\_\_\_\_

Year of graduation \_\_\_\_\_ College/School HKCC\* / SPEED\*

Academic Qualifications Awarded \_\_\_\_\_

*\* Please delete as appropriate***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 further declare that my prime purpose in using the CPCE Libraries is for private study and research.

I understand that the CPCE Libraries will use the information for the purposes of providing general library services and that it may give specified information to authorized CPCE offices and legal authorities.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**ACKNOWLEDGE RECEIPT**

I acknowledge receipt of the Alumni Libraries Ticket

Date \_\_\_\_\_ Signature \_\_\_\_\_