



This manual contains two parts.
[Part I] Click [here](#) for Alumni Library Card Application.
[Part II] Click [here](#) for Digital Library Service for Alumni (DLSA) Application.

Steps for Alumni Library Card Application

1. Log on to the [MyCUHK Portal](#) with your [Alumni ID and password](#).

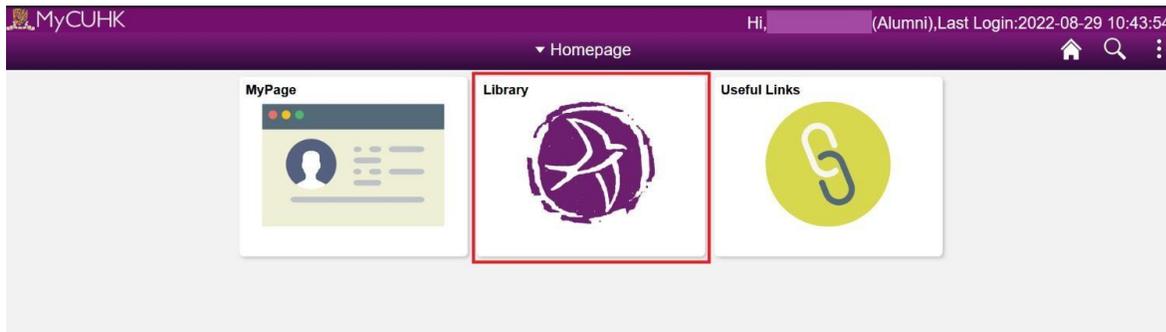


2. If you forgot your Alumni ID and password, please click “Forgot Alumni ID / Password” on the [MyCUHK Portal](#) for retrieval.



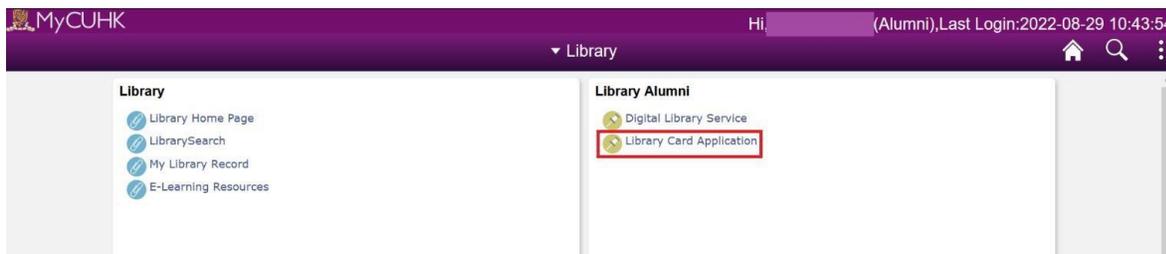


3. Select the box “Library” in the homepage.



4. Click “Library Card Application” under “Library Alumni”.

For fresh graduates, please wait for the login status of [MyCUHK Portal](#) to change from “Student” to “Alumni”. The status will be updated by the University in batches. After your status has been changed to “Alumni”, the link “Library Card Application” will be available.



5. Click “Apply Library Card” to apply for Alumni Library Card.

Application for a Library Card

Your information below are required for processing your application.
Click appropriate button to proceed with the application if the information is correct.
The provision of personal data on the application is voluntary. If you do not provide sufficient information, we may not be able to process your application. For details of Personal Information Collection Statements and Policy on Personal Data of the CUHK, please refer to <http://www.cuhk.edu.hk/english/privacy.html>

Your Information:

Title: _____
Surname: _____
Other Name: _____
Chinese Name: _____
Email: _____
Contact Phone No. _____
Address: _____

or to quit.

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6. Fill in the online form, choose payment method and upload your photo to complete your application.

Click “Choose File” to select your photo and then click “Upload”. A thumbnail of your photo will be shown on the right upon successful uploading.

The screenshot shows the 'Application for a Library Card' form. It includes sections for: A. Charges and application details (with radio button options for Borrower's and Reader's cards, and a field for CUHK Alumni Credit Card number); B. Method of payment (with radio button options for Online payment by credit card, Cash/Cheque at Service Counter, and Cheque via post); C. Digital photo (with a 'Choose File' button, an 'Upload' button, and a placeholder for the photo); D. Pickup location (with a dropdown menu set to 'University Library'); and E. Declaration of the applicant (with a checkbox for accepting the declaration and 'Submit'/'Logout' buttons). The footer contains the copyright notice: 'Copyright © 2014 The Chinese University of Hong Kong Library. All Rights Reserved.'

Upon the receipt of your completed online application form, photo and payment, your Library Card will be processed in 5 working days. An email notification will be sent to you once the Card is ready for pick-up.

For enquiry, please contact us at 3943 7305 or email to library@cuhk.edu.hk.



Steps for Digital Library Service for Alumni (DLSA) Application

1. On top of the CUHK Alumni Library Card, users may consider applying for the Digital Library Service for Alumni (DLSA) to enjoy remote access to selected e-resources subscribed by the CUHK Library.
2. Due to license agreement, DLSA users are only eligible to access specific e-resources through the special URLs provided in the [Database List](#). Please check clearly before you apply.
3. Log on to the [MyCUHK Portal](#) with your [Alumni ID and password](#).

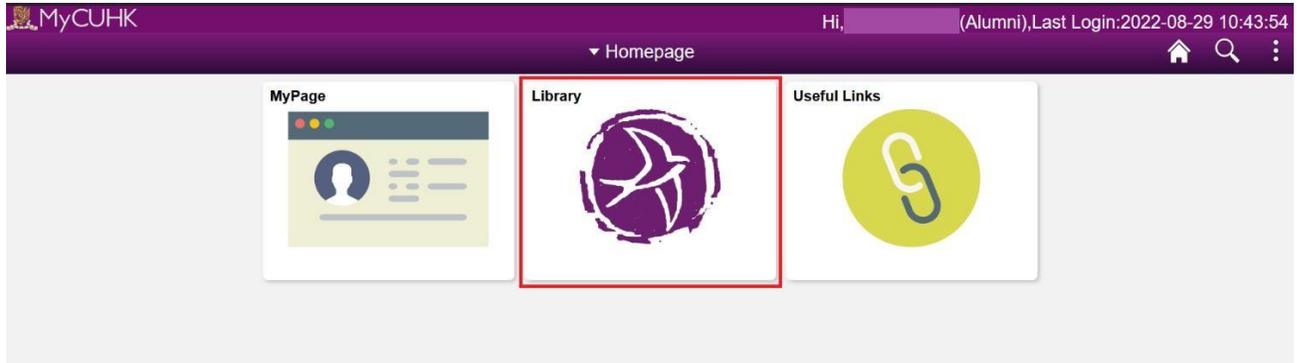


4. If you forgot your Alumni ID and password, please click “Forgot Alumni ID / Password” on the [MyCUHK Portal](#) for retrieval.

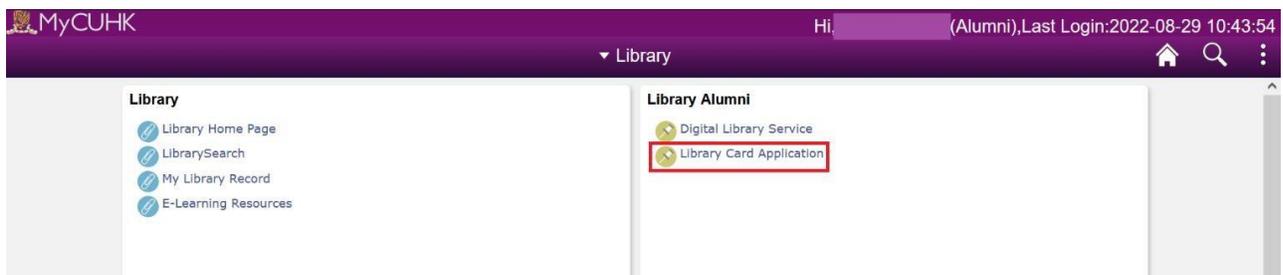




5. Select the box “Library” in the homepage.



6. Click “Library Card Application” under “Library Alumni”.



7. Click “Apply DLSA” to apply for DLSA.

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Application for a Library Card

Your information below are required for processing your application.
Click appropriate button to proceed with the application if the information is correct.
The provision of personal data on the application is voluntary. If you do not provide sufficient information, we may not be able to process your application. For details of Personal Information Collection Statements and Policy on Personal Data of the CUHK, please refer to <http://www.cuhk.edu.hk/english/privacy.html>

Your Information:

Title: _____
Surname: _____
Other Name: _____
Chinese Name: _____
Email: _____
Contact Phone No: _____
Address: _____

You currently hold a Library Card No. _____ which expires on _____. Once this application is accepted, your existing Library Card will be blocked automatically for using the Library.

Yes, I agree and confirm to proceed with a new Library Card application and I understand my existing Library Card will no longer be valid.
 please check this box to confirm

No, I would like to keep my existing Library Card. (Please click on the "Logout" button below to quit)

[Apply Library Card](#) [Apply DLSA](#) [Report lost / replacement](#) or [Logout](#) to quit.

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8. Fill in the online form and settle the payment to complete the application.

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Application for a Library Card

Subscription for the Digital Library Service for Alumni (DLSA)

Alumni Library Card holders may apply for the Digital Library Services for Alumni (DLSA).
DLSA subscribers will be provided with a DLSA account for access to the DLSA databases. No physical Library Card will be issued for the DLSA service.
Due to license agreement, only some databases available to current CUHK students and staff are provided in this Service and they may or may not be in full-text.
Please check the [Databases List](#) before you apply.
Please make separate payments if you apply for both Alumni Library Card and Digital Library Service.

A. Charges and application details

HK\$300 for 1 year
 HK\$240 for 1 year (CU Alumni Gold/ Platinum Credit Card Holder)

To enjoy the discounted fee, please input your [CUHK Alumni Credit Card](#) number to verify your eligibility:
[] - [] - XXXX - []

B. Method of payment

Online payment by credit card.
 Cheque (payable to The Chinese University of Hong Kong) in person at the Service Counter of University Library, CUHK or by post to the following address:
User Services (Alumni Library Services)
University Library
The Chinese University of Hong Kong
Shatin, New Territories
Hong Kong

C. Declaration of the applicant

I confirm that the information provided herein is true and correct.
I am aware that massive downloading is prohibited and any violation will lead to permanent suspension of access to the Service without any refund.
I understand all notifications from the Library will **ONLY** be sent to me via email. I also understand all transaction fees are non-refundable and the expiry date of the Digital Library Service is non-deferrable.

I accept the aforementioned declaration.

or to quit.

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Upon settling the subscription fee, the Library will send you an email with subject “Digital Library Service for Alumni Activation” notifying you of the application result. In the email, you can find the effective date of the service, please start using the service on or after the effective date. Please be reminded to access the selected e-resources through the special URLs provided in the [Database List](#).

For enquiry, please contact us at 3943 7305 or email to library@cuhk.edu.hk.