

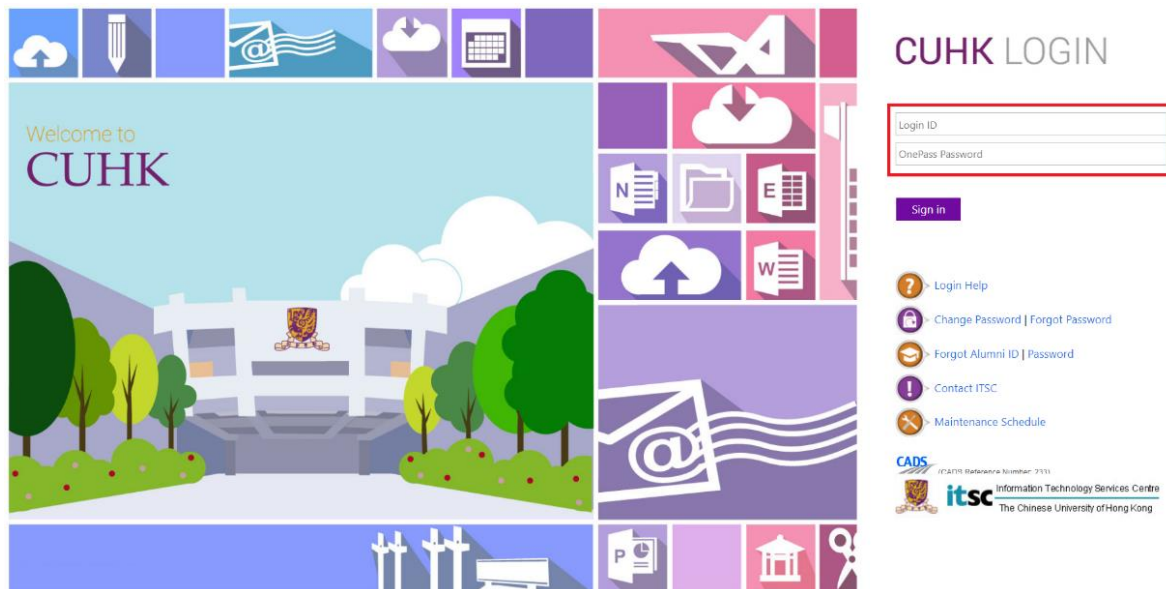
本指南分為兩部分。

[第一部分]申請校友圖書證詳情，請按[此](#)。

[第二部分]申請校友數碼圖書館服務 (DLSA) 詳情，請按[此](#)。

申請校友圖書證步驟

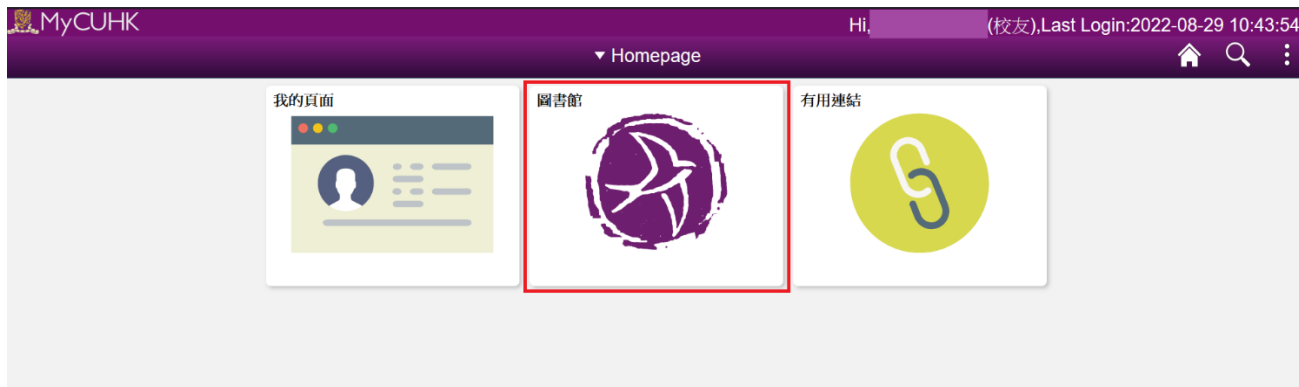
1. 請以你的校友編號及密碼，登入 [MyCUHK Portal](#)。



2. 如忘記校友編號或密碼，可於 [MyCUHK Portal](#) 頁面按「Forgot Alumni ID / Password」取回資料。



- 登入後請按「圖書館」。



- 在「圖書館(校友專用)」欄中，點擊「申請校友圖書證」。

大學會分批更新畢業生的登入身份，請應屆畢業生耐心等待。在 [MyCUHK Portal](#) 上，當你的登入身份由「學生」轉為「校友」，系統便會顯示「申請校友圖書證」的連結。



- 按「Apply Library Card」以申請校友圖書證。

A screenshot of the 'Application for a Library Card' form. The header shows the CUHK logo and '香港中文大學圖書館 The Chinese University of Hong Kong Library'. The title is 'Application for a Library Card'. Below the title, there is a notice: '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>'. The form fields are: 'Your Information:', 'Title:', 'Surname:', 'Other Name:', 'Chinese Name:', 'Email:', 'Contact Phone No.', and 'Address:'. At the bottom, there are four buttons: 'Apply Library Card', 'Renew Library Card', 'Apply DLSA', and 'Logout to quit'. The 'Apply Library Card' button is highlighted with a red border.



6. 填妥網上申請表後，請選擇繳費方式及提交照片以完成申請手續。

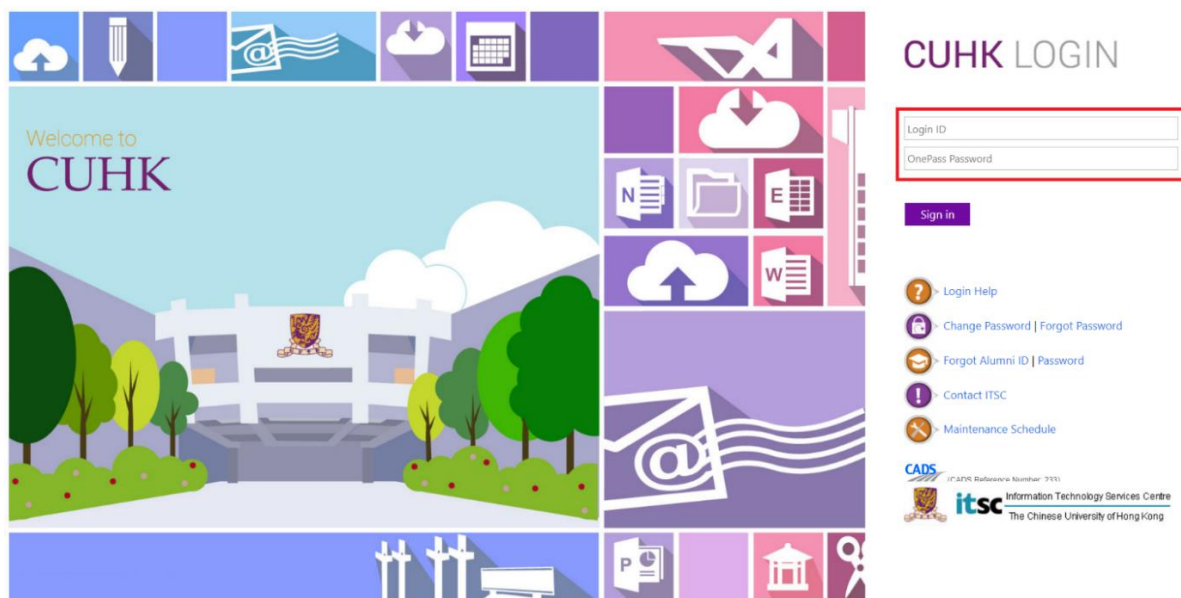
請按「Choose File」選擇照片，然後按「Upload」以上載照片。成功上載後，照片的縮圖會在旁顯示。

在收到你的網上申請表、照片及申請費用後，圖書證可於五個工作天後辦妥，屆時圖書館會再發電郵通知你來領取。

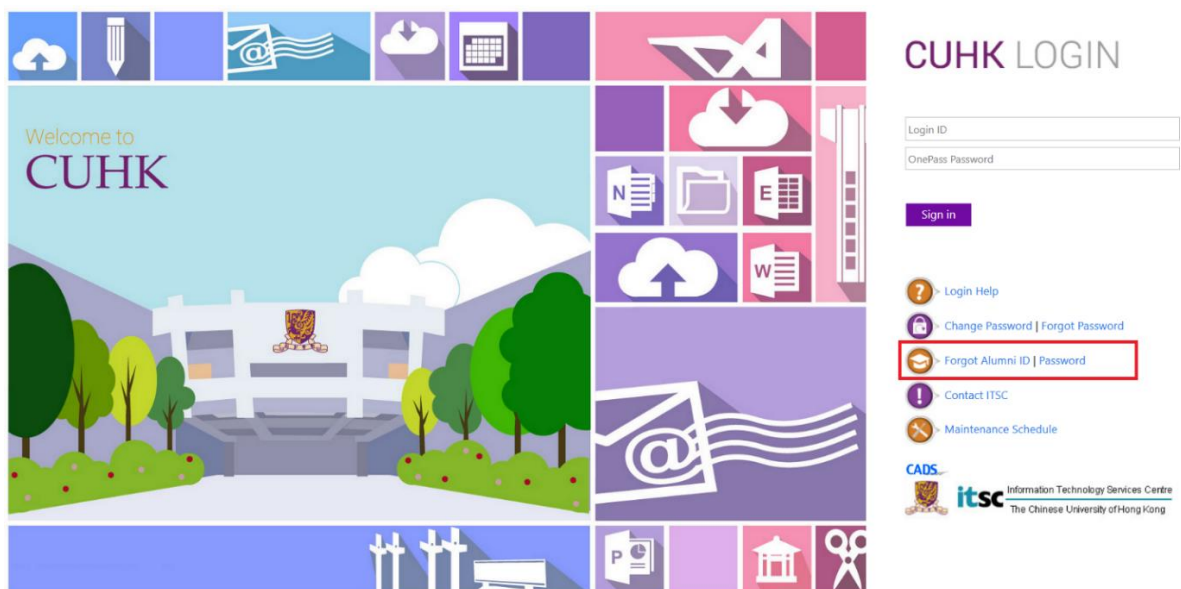
如有任何查詢，歡迎致電 3943 7305 或電郵至 library@cuhk.edu.hk。

申請校友數碼圖書館服務(DLSA)步驟

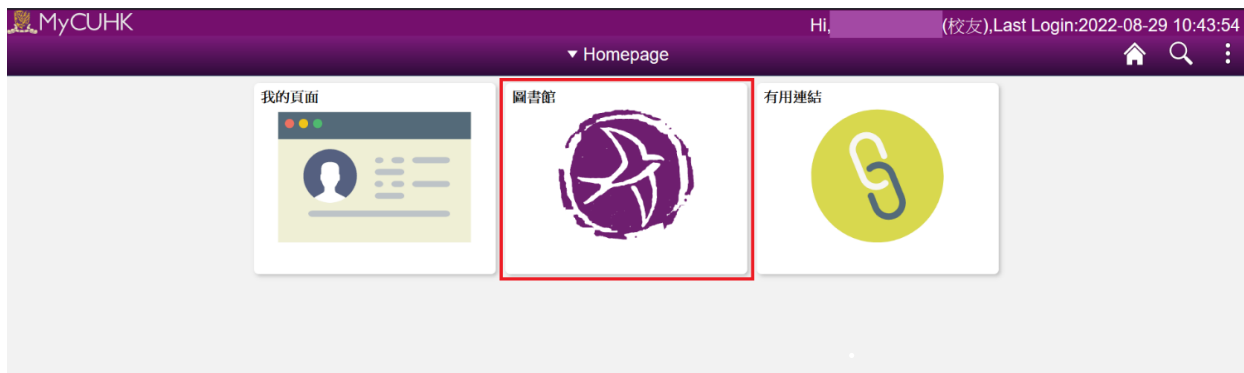
1. 讀者如需遙距取用中文大學圖書館指定的電子資源，可於申請校友圖書證後，再另行申請校友數碼圖書館服務。
2. 根據使用協議，校友數碼圖書館服務的使用者只能以[資料庫列表](#)內所提供的特別連結使用指定的電子資源。申請人請先仔細了解[資料庫列表](#)所涵蓋的電子資源是否合用。
3. 請以你的[校友編號及密碼](#)，登入 [MyCUHK Portal](#)。



4. 如忘記校友編號或密碼，可於 [MyCUHK Portal](#) 頁面按「Forgot Alumni ID / Password」取回資料。



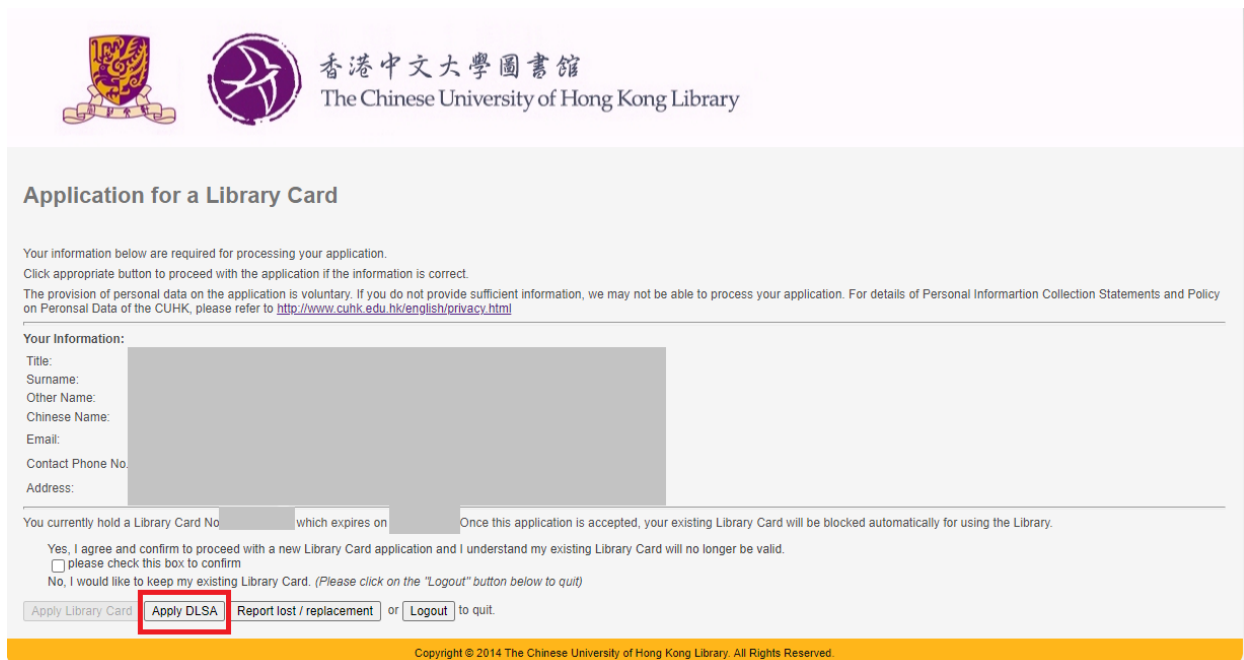
5. 登入後請按「圖書館」。



6. 在「圖書館(校友專用)」欄中，點擊「申請校友圖書證」。





7. 按「Apply DLSA」以申請校友數碼圖書館服務。



The screenshot shows the 'Application for a Library Card' form. At the top, there are the logos of The Chinese University of Hong Kong and the library. The form title is 'Application for a Library Card'. Below the title, there is a section for 'Your Information:' with fields for Title, Surname, Other Name, Chinese Name, Email, Contact Phone No., and Address. A note states: 'You currently hold a Library Card No. [redacted] which expires on [redacted]. Once this application is accepted, your existing Library Card will be blocked automatically for using the Library.' There is a checkbox for '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.' and a checkbox for 'No, I would like to keep my existing Library Card. (Please click on the "Logout" button below to quit)'. At the bottom, there are four buttons: 'Apply Library Card', 'Apply DLSA', 'Report lost / replacement', and 'Logout'. The 'Apply DLSA' button is highlighted with a red rectangular border. The footer contains the text 'Copyright © 2014 The Chinese University of Hong Kong Library. All Rights Reserved.'



8. 填妥網上表格及繳付申請費用以完成申請。

  香港中文大學圖書館
The Chinese University of Hong Kong Library

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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繳費手續完成後，圖書館將會發出標題為「Digital Library Service for Alumni Activation」的電郵，通知你的申請結果。此電郵載有校友數碼圖書館服務的啟動日期(Effective Date)，請在啟動日期當日或之後，以[資料庫列表](#)內的特別連結使用指定的電子資源。

如有任何查詢，歡迎致電 3943 7305 或電郵至 library@cuhk.edu.hk。