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

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

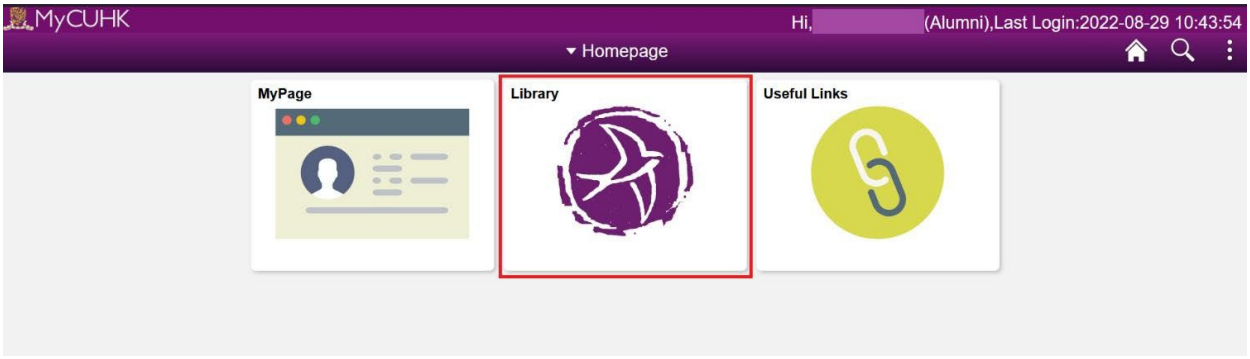
1. Log on to the MyCUHK Portal with your Alumni ID and password.



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

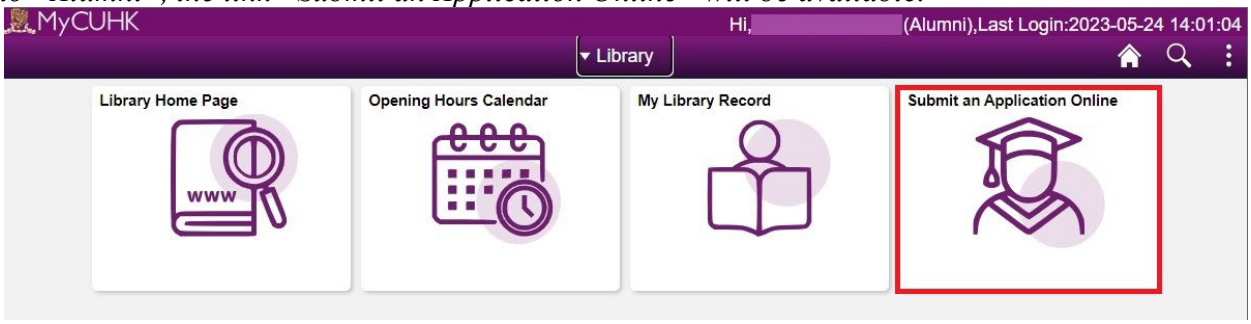


3. Select the box “Library” in the homepage.

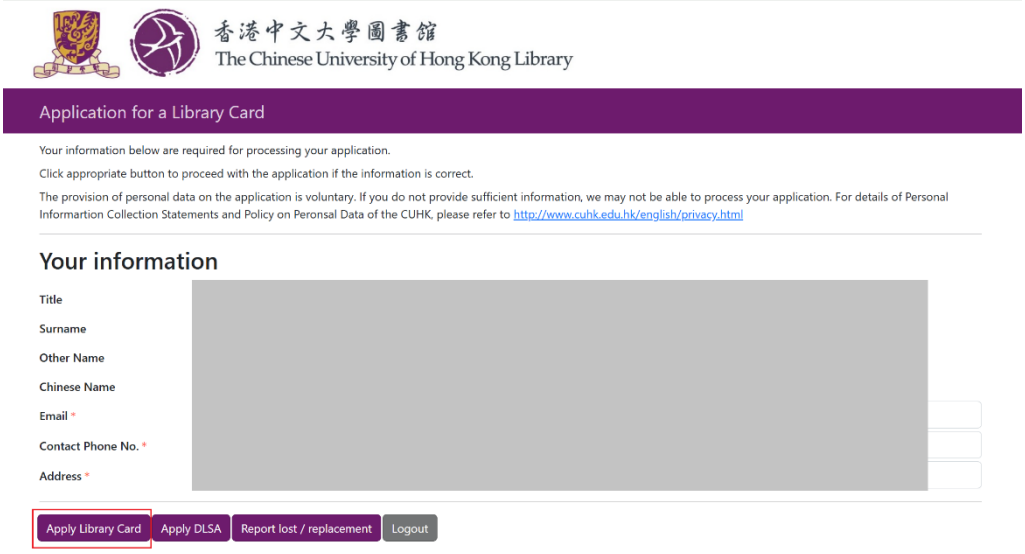


4. Click “Submit an Application Online”.

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 “Submit an Application Online” will be available.

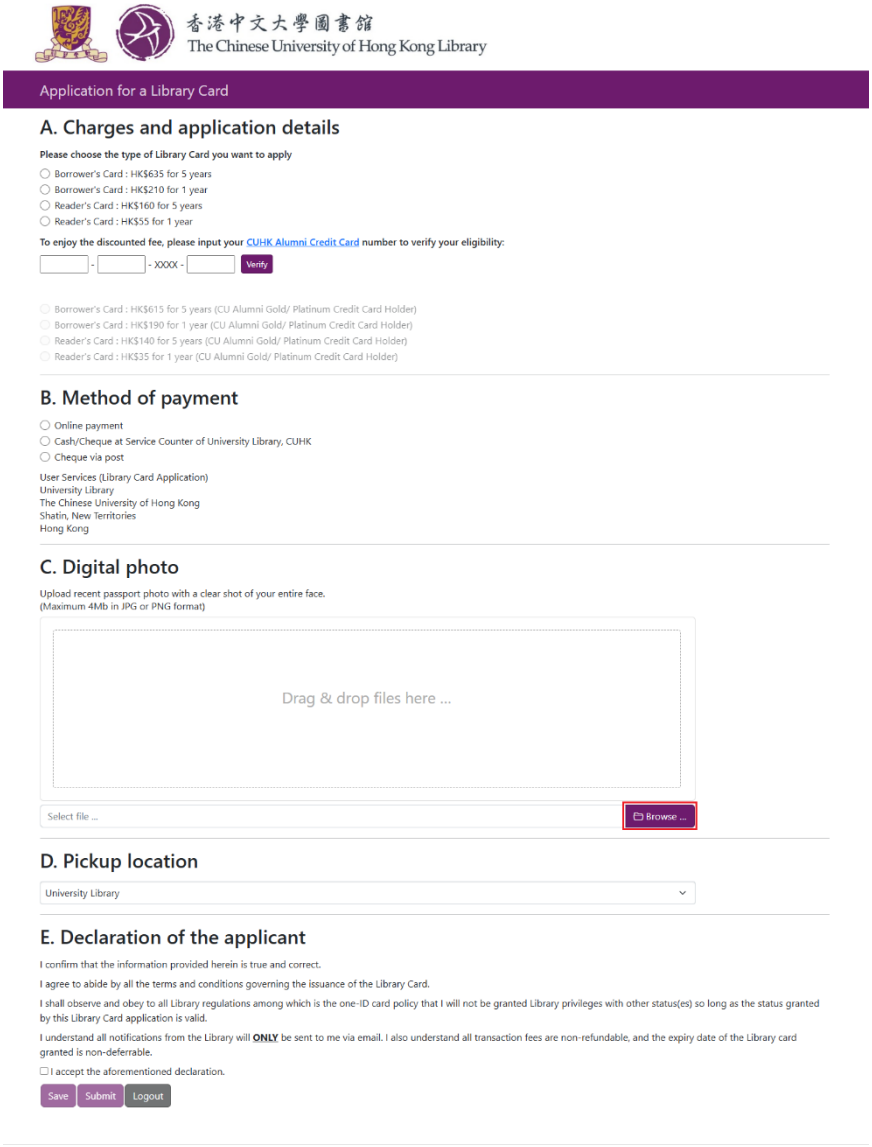


5. Click “Apply Library Card” to apply for Alumni Library Card.



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.



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.

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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.

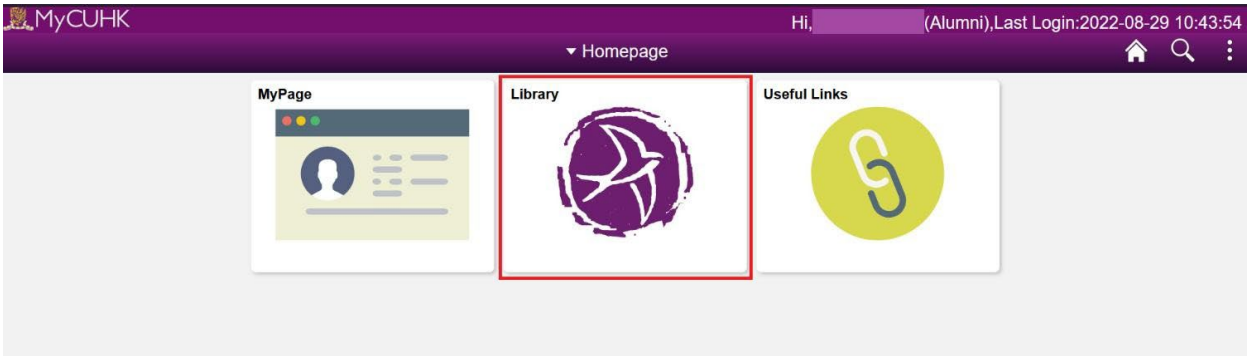
3. Log on to the MyCUHK Portal with your Alumni ID and password.



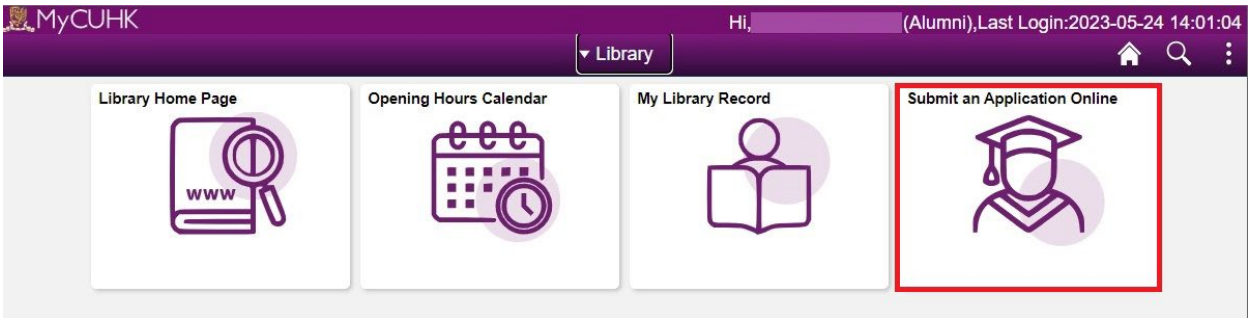
4. If you forgot your Alumni ID and password, please click "Forgot Alumni ID / Password" on the MyCUHK Portal for retrieval.



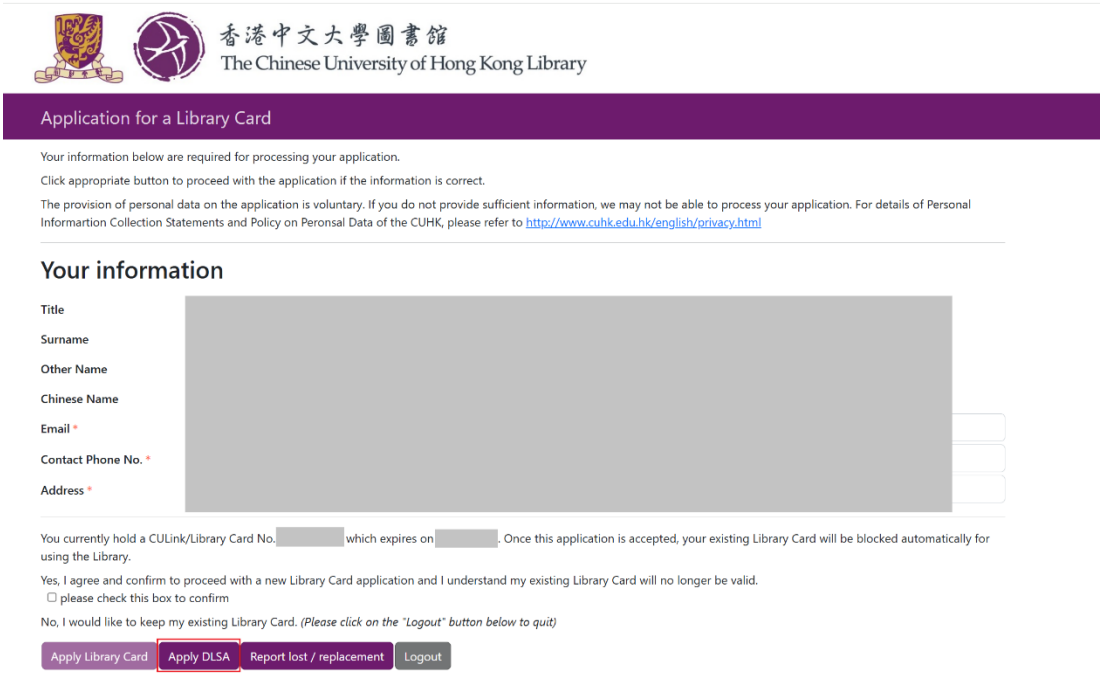
5. Select the box “Library” in the homepage.



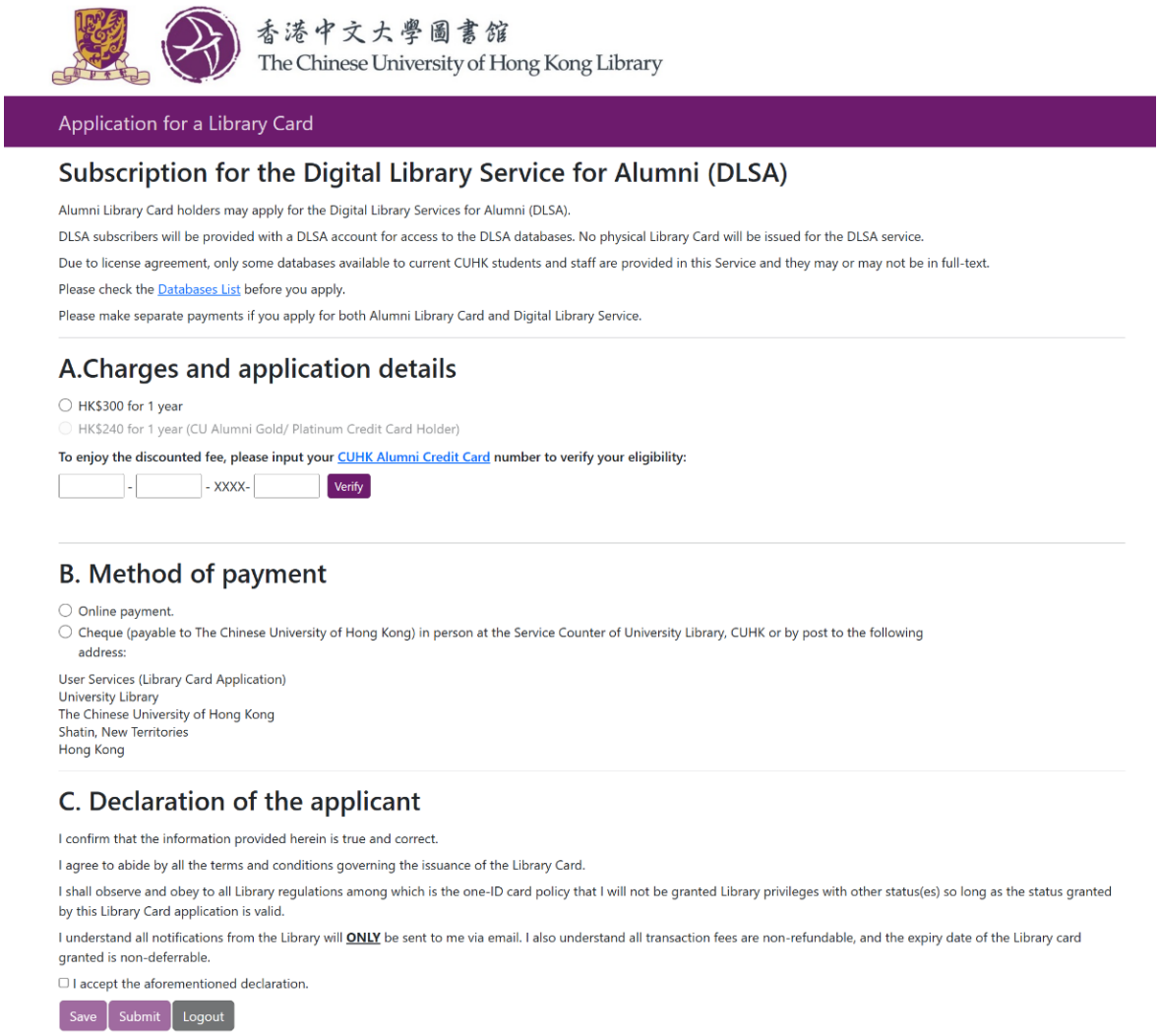
6. Click “Submit an Application Online”.



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



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- [ ] Verify

B. Method of payment

○ Online payment.

○ 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 (Library Card Application)
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 agree to abide by all the terms and conditions governing the issuance of the Library Card.

I shall observe and obey to all Library regulations among which is the one-ID card policy that I will not be granted Library privileges with other status(es) so long as the status granted by this Library Card application is valid.

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 Library card granted is non-deferrable.

☐ I accept the aforementioned declaration.

Save Submit Logout

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.