

## Application for Onsite Use of Electronic Resources

*Please complete in BLOCK CAPITALS*

(1) Name in Full: \_\_\_\_\_

(2) Name in Chinese: (if applicable) \_\_\_\_\_

(3) Sex: \_\_\_\_\_ (4) BIR No.: \_\_\_\_\_

(5) Occupation: \_\_\_\_\_

(6) Tel. No.: \_\_\_\_\_ (7) E-mail: \_\_\_\_\_

(8) Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

(9) Period for Applying the Service: (Annual Fees: MOP500.00 and 1 YEAR MINIMUM)

From \_\_\_ / \_\_\_ / \_\_\_\_\_ (dd / mm /yyyy) To \_\_\_ / \_\_\_ / \_\_\_\_\_ (dd /mm /yyyy)

**Login ID and Password will be issued once the payment is processed, and only for accessing inside the UM Library.**

**I confirm the above mentioned, and I hereby agree to abide by the Rules (as on the reverse of this form) that have been laid down by the University of Macau Library.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(FOR OFFICE USE ONLY)**

(1) User ID: \_\_\_\_\_ (2) Expiry Date: \_\_\_\_\_

(3) Remarks: \_\_\_\_\_

**Approved**

by \_\_\_\_\_

Date: \_\_\_\_\_

**Disapproved**

## **Rules for the Onsite Use of Electronic Resources in the UM Library**

*The following rules, which govern the use of Onsite Use of Electronic Resources in the Library, may be updated from time to time by the Library.*

1. All outsiders are eligible to apply for the use of Onsite Use of Electronic Resources in the UM Library.
2. Successful applicant should pay a non-refundable annual fee of MOP 500.00 for using this service. A minimum request period of one year is required.
3. Users must settle the payment at the I.T. Service Counter of the Library. The user account will be given after 4 working days from the date of the payment by the applicant.
4. Each user is responsible for all matters pertaining to the proper use of his/her user account.
5. Transferring or sharing of user account / password is prohibited.
6. The Library's computing facilities are available on first-come-first-served basis, and the Library is not liable for any loss or damages of any personal files.
7. The user must comply with all current Library Rules, or any other provisions applicable to the use of Library facilities.
8. The Library reserves and retains all the rights pertaining to the use of computing facilities and internet service, including the right to suspend any improper or suspicious individual account and to request the user's assistance in any investigation.
9. Please submit the I.D. copy and latest residential proof. (e.g. water bill, electricity bill or telephone bill)
10. For Macau residents only.

***I understand and accept the above statements.***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

One copy of the Rules should be kept by the applicant.