



香港公共圖書館 Hong Kong Public Libraries  
外借參考書籍申請表 Application Form for Reference Book Lending

擬借閱的書籍

**Book(s) requested for loan**

書籍名稱 Book title	項目條碼 Item barcode	到期日 Due date
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

**圖書館專用 For Library Use Only**

Application form received on: \_\_\_\_\_

Book(s) returned on: \_\_\_\_\_

Book(s) CKO on: \_\_\_\_\_

Item class restored on: \_\_\_\_\_

Item class updated on: \_\_\_\_\_

Remarks: \_\_\_\_\_

聯絡資料

**Contact Information**

申請人姓名（正楷）：\*先生／女士  
Name of Applicant (In block letters): \*Mr/Mrs/Ms/Miss

擔保人姓名（正楷）：\*先生／女士  
Name of Guarantor (In block letters): \*Mr/Mrs/Ms/Miss

擔保人專用圖書證號碼：  
Guarantor's Library Card No.: \_\_\_\_\_

擔保人聯絡電話：  
Contact Tel. No. of Guarantor: \_\_\_\_\_

\* 請刪去不適用者 Please delete where inapplicable.

本人已細閱背頁的《申請須知》，並同意遵守。  
I have read and agree to comply with the "Notes on Application" overleaf.

日期  
Date \_\_\_\_\_

擔保人簽署  
Signature of Guarantor \_\_\_\_\_

## 申請須知

1. 申請表提供的個人資料僅供處理這項申請之用。
2. 凡因行動不便、傷殘、長期患病或住院等特殊理由而無法親往參考圖書館的讀者，均可申請使用這項服務。如有需要，圖書館職員會要求申請人或其擔保人出示申請人的健康證明文件，以供核實。
3. 讀者只可申請外借香港中央圖書館和\*六間主要圖書館的部分參考書籍。至於申請是否獲批、參考書籍可供外借的日期和期限等，須視乎參考書籍所屬的館藏類別和使用情況等因素而定。
4. 申請人及其擔保人須同意並承諾遵守以下的香港公共圖書館「外借參考書籍服務使用規則」：
  - a) 擔保人可使用申請人的圖書館帳戶代為外借參考書籍，但必須履行擔保人的責任。
  - b) 申請人最多可外借 8 項圖書館資料包括參考書籍。
  - c) 外借參考書籍，每次限期 14 天。
  - d) 逾期歸還的外借參考書籍及附件，每一項均須繳付罰款。成人參考書籍及附件的逾期罰款為每項每天 1.5 元，青少年及兒童參考書籍及其附件則為 0.5 元，不足一天亦作一天計算。
  - e) 每項外借參考書籍最多可以連續續借五次，每次由續借當日起計為期 14 天。申請人除可委託擔保人親往外借書籍的參考圖書館辦理續借手續外，還可使用電話或網上續借服務（電話號碼：2827 2833 / 2698 0002；網址：<http://www.hkpl.gov.hk>）。如使用電話或網上續借服務，建議在到期日前最少一個工作天辦理續借手續。
  - f) 香港公共圖書館有權為支援參考諮詢服務或照顧其他讀者的需求而不接受續借申請。
  - g) 借用人應準時把到期而未能續借的參考書籍歸還所屬的參考圖書館，否則必須繳付逾期罰款。
  - h) 圖書館館長有權決定是否准許任何人使用這項服務。

\* 包括大會堂公共圖書館、九龍公共圖書館、屏山天水圍公共圖書館、沙田公共圖書館、荃灣公共圖書館及屯門公共圖書館

## Notes on Application

1. The personal data provided in this form will be used for processing the application only.
2. Readers who are unable to visit the library due to special reasons such as mobility difficulties, physical disability, chronic illness or prolonged hospitalisation may apply for the service. The applicant or his/her guarantor may be requested to produce the applicant's medical certificate(s) for verification.
3. Readers can only apply for borrowing **part** of the reference collections in the Hong Kong Central Library and \*six major libraries. The approval of the application, the dates available for borrowing and the loan period are subject to factors such as the collection type and usage of the requested book.
4. The applicant and his/her guarantor shall agree and comply with the “**Conditions of Use for the Reference Book Lending Service**” of the Hong Kong Public Libraries (HKPL) below:
  - a) The guarantor may borrow reference book(s) on behalf of the applicant(s) using the latter's library account(s), subject to his/her fulfilment of the obligations as a guarantor.
  - b) The applicant may borrow a maximum of 8 items of library materials including reference books.
  - c) Reference books may be borrowed for a period of 14 days.
  - d) An overdue fine is imposed on each loan item and accompanying material returned late. The charge is \$1.5 per day or part of a day for each adult reference book or accompanying material on loan and \$0.5 for each children and young adult reference book or accompanying material.
  - e) Each loan item may be renewed for up to five consecutive times with a period of 14 days from the date of each renewal. Loan items can be renewed at the home reference library by the guarantor in person, or by telephone on 2827 2833 / 2698 0002 or through the Internet at <http://www.hkpl.gov.hk>. Renewal by telephone or through the Internet is recommended to be made at least one working day before the due date.
  - f) **The HKPL reserves the right not to accept an application for renewal if the loan item is required for providing reference enquiry services or required by another reader.**
  - g) All loan items which cannot be renewed should be returned to their home reference library by the due date, failing which an overdue fine will be levied.
  - h) Permission to use the service is at the discretion of the Librarian.

\* *Including the City Hall Public Library, Kowloon Public Library, Ping Shan Tin Shui Wai Public Library, Sha Tin Public Library, Tsuen Wan Public Library and Tuen Mun Public Library.*