

個人資料 (私隱) 條例 通知書

- (a) 你填寫在這表格的個人資料，祇會用作該申請事項、郵寄圖書館通知書及使用圖書館服務。
- (b) 根據個人資料 (私隱) 條例第 18、第 22 條及附表 1 內第 6 原則的規定，你有權要求查閱及更改所提供的個人資料。如欲索取有關資料的副本，須按康樂及文化事務署的規定繳付所需費用。
- (c) 倘對填報個人資料一事有任何疑問，包括要求查閱或更改資料等，請與圖書館職員聯絡。

Personal Data (Privacy) Ordinance Notification

- (a) The personal data provided by means of this form will be used for the purposes of the application, for posting library notices and use of library services only.
- (b) You have a right to request access to and the correction of the personal data in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The provision of a copy of the data may be subject to a charge as prescribed by the Leisure and Cultural Services Department.
- (c) Please contact the library staff if you have enquiries concerning the personal data collected, including the making of access and corrections.

圖書證申請辦法簡介

十八歲或以上人士

- (一) 填妥申請表格；
- (二) 將申請表格連同香港身份證及住址證明文件 (如電費單、水費單等) 交回圖書館內申請處。

十八歲以下人士

- (一) 填妥申請表格；
- (二) 請家長 (父親或母親) 或監護人簽署申請表格上之保證書；
- (三) 將申請表格連同申請人香港身份證*，家長或監護人身份證副本及住址證明文件交回圖書館內申請處。

*未領有身份證之兒童可出示出世紙副本

訪港人士

- (一) 填妥申請表格；
- (二) 請一位香港成年居民充任擔保人及簽署申請表格上之保證書，或按每項外借資料 (最多六項) 繳交保證金；
- (三) 將申請表格連同申請人護照，擔保人身份證副本及住址證明文件親身交回圖書館內申請處。

借書數量

辦妥申請手續人士可獲發一張圖書證。每張圖書證可外借圖書館資料六項，為期十四日。

報失圖書證

讀者遺失圖書證，應立即以書面向任何一間香港公共圖書館報失。

更改地址

讀者更改地址，請以書面通知任何一間香港公共圖書館。

How to Apply for a Library Card

Persons aged 18 or above

1. Complete an application form;
2. Present the application form together with your Hong Kong Identity Card and proof of your home address (e.g. electricity bill, water account etc.) at the registration counter in the library.

Persons under the age of 18

1. Complete an application form;
2. Have the guarantee section of the form signed by your parent (father or mother) or guardian;
3. Present the application form together with your Hong Kong Identity Card*, photocopy of your parent's or guardian's Identity Card and proof of address at the registration counter in the library.

*Children who do not have Identity Cards may present photocopies of their Birth Certificates.

Visitors

1. Complete an application form;
2. Have the guarantee section of the form signed by an adult resident of Hong Kong, or by paying a deposit for each borrowed material up to a maximum of 6 items;
3. Present the application form together with your Passport, photocopy of your guarantor's Identity Card and proof of address at the registration counter in the library in person.

Borrowing limit

Any person who has completed the application procedure will be issued with a library card which may be used to borrow up to a maximum of 6 items of library materials at one time for a period of 14 days.

Loss of Library Card

Library card holders should report loss of their library cards at once in writing to any Hong Kong Public Libraries.

Change of address

Library card holders, should notify their change of address in writing to any Hong Kong Public Libraries.