



圖書證申請表
LIBRARY CARD APPLICATION FORM

請用黑色墨水筆或原子筆，以正楷填寫下列各項，並在有「*」號處刪去不適用的項目。申請人遞交表格時必須出示有效的身分證文件。如你未能提供所需個人資料，我們將無法處理你的申請。
Please complete in BLOCK LETTERS and in BLACK INK. Delete as appropriate items marked with “*”. The applicant is required to produce valid proof of identity upon submission of the application form. If you fail to provide the required personal data, we will be unable to process your application.

申請人
Applicant

中文姓名 Name in Chinese
1 先生 Mr
2 太太 Mrs
3 小姐 Miss
4 女士 Ms

英文姓名 Name in English
姓氏 Surname
名字 Other Names

出生日期 Date of Birth
日 day 月 month 年 year

*香港身分證/出生證明書/旅遊證件號碼
HKID Card/Birth Certificate/Travel Document No.

簽發地點 Place of Issue
 香港 Hong Kong
 其他 (請註明) Others (Please specify)

遞交表格時請出示住址證明文件 (例如電費單、水費單等)，以供核實。
Upon submission of the application form, please produce proof of home address (e.g. electricity bill, water bill, etc.) for verification.

圖書館專用欄
For Library Use Only

住址 Home Address
*座/室 Flat/Room 樓 Floor 座 Block
*大廈/樓宇名稱/地段編號 Name of Building/House/Lot Number
*街道名稱及門牌號碼/屋苑或鄉村名稱 Number & Name of Street/Name of Estate or Village
*香港/九龍/新界 HK/KLN/NT
地區 District
電話號碼 Telephone No.
(住宅 Home) (其他 Others) (可選擇不填寫 Optional)

職業 Occupation
1 學生 Student
2 在職 Employed
3 主婦 Housewife
4 退休 Retired
5 其他 Others

Pcode : _____
District:
1 Central & Western
2 Eastern
3 Islands
4 Kowloon City
5 Kwai Tsing
6 Kwun Tong
7 North
8 Sai Kung
9 Sha Tin
10 Sham Shui Po
11 Southern
12 Tai Po
13 Tsuen Wan
14 Tuen Mun
15 Wan Chai
16 Wong Tai Sin
17 Yau Tsim Mong
18 Yuen Long
19 Others

本人已細閱《圖書館規例》，並同意遵守。
I have read the Libraries Regulation and agree to abide by it.
日期 Date 申請人簽署 Signature of Applicant

擔保書 GUARANTEE

如申請人未滿 18 歲，其家長(父親或母親)或監護人必須填寫此擔保書。如申請人為非香港特別行政區居民，例如訪港人士，則須由一名香港成年居民填寫。
(詳情請參閱背頁有關非香港特別行政區居民的申請須知)
If the Applicant is under the age of 18, this Guarantee should be completed by his/her parent (father or mother) or guardian. If the Applicant is a non-resident of Hong Kong Special Administrative Region e.g. overseas visitor, this Guarantee should be completed by an adult resident of Hong Kong. (For details, please refer to the Notes on Application for Non-residents of Hong Kong Special Administrative Region overleaf.)

擔保人
Guarantor

中文姓名 Name in Chinese
1 先生 Mr
2 太太 Mrs
3 小姐 Miss
4 女士 Ms

英文姓名 Name in English
姓氏 Surname
名字 Other Names

香港身分證號碼
HK ID Card No. ()

住址 (如與申請人不同，請填寫此項)
Home Address (If different from the Applicant's)

電話號碼 Telephone No.
(住宅 Home) (其他 Others) (可選擇不填寫 Optional)

本人已細閱《圖書館規例》，並同意遵守。
I have read the Libraries Regulation and agree to abide by it.
日期 Date 擔保人簽署 Signature of Guarantor

收集個人資料聲明

- (a) 你在這表格內填報的個人資料只供處理是次申請、郵寄圖書館通知書和提供圖書館服務之用。
- (b) 根據個人資料(私隱)條例(第486章)第18條、第22條和附表1內第6原則的規定，你有權要求查閱和改正所提供的個人資料。你的查閱權包括索取有關資料的複本，但須按康樂及文化事務署的規定繳付所需費用。
- (c) 如對這表格收集的個人資料有疑問，包括要求查閱和改正資料，請與圖書館職員聯絡。

Personal Information Collection Statement

- (a) The personal data provided by means of this form will be used for the purposes of processing the application, posting library notices and providing library services only.
- (b) You have a right to request access to and correction of your personal data provided in this form in accordance with Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap 486). Your right of access includes the right to obtain a copy of such data subject to a charge as prescribed by the Leisure and Cultural Services Department.
- (c) Please contact the library staff if you have any enquiries concerning the personal data collected by means of this form, including the making of access and corrections.

圖書證申請須知

年滿 18 歲人士

- (一) 填妥申請表格並親身交回任何一間公共圖書館；
- (二) 遞交表格時必須出示香港身分證正本和住址證明文件(如電費單、水費單等)，以供核實。

未滿 18 歲人士

- (一) 填妥申請表格並交回任何一間公共圖書館；
- (二) 請家長(父親或母親)或監護人在申請表格上的「擔保書」簽署；
- (三) 遞交表格時必須出示申請人的身分證明文件*，擔保人的香港身分證正本或複本和住址證明文件，以供核實。

*未領有身分證之兒童可出示出生證明書複本

非香港特別行政區居民

- (一) 填妥申請表格並親身交回任何一間公共圖書館；
- (二) 請一位香港成年居民擔任擔保人在申請表格上的「擔保書」簽署[#]；
- (三) 遞交表格時必須出示申請人的有效旅遊證件，並出示擔保人的香港身分證正本或複本和住址證明文件，以供核實。

[#]如沒有擔保人，18歲或以上的非香港特別行政區居民仍可外借最多六項圖書館資料，但須按每項外借資料繳交保證金。

外借數目限制

申請人辦妥申請手續後會獲發圖書證一張，憑證可外借最多六項圖書館資料，為期14天。

遺失圖書證

如遺失圖書證，必須親往任何一間香港公共圖書館辦理報失手續，但辦理報失手續前可先致電通知香港公共圖書館，以防失證被非法用於外借圖書館資料。

更改個人資料

個人資料如有更改，請通知香港公共圖書館。詳情請向圖書館職員查詢或登入下列網址：

http://www.hkpl.gov.hk/c_update/

Notes on Application for Library Card

Persons aged 18 or above

1. Complete and submit an application form in person to any public library;
2. Present the application form together with the original copy of your Hong Kong Identity Card and proof of home address (e.g. electricity bill, water account etc.) for verification.

Persons under the age of 18

1. Complete and submit an application form to any public library;
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*, the original copy or photocopy of your Guarantor's identity card, and proof of home address for verification.

*Children who do not have identity cards may produce photocopies of their birth certificates.

Non-residents of the Hong Kong Special Administrative Region

1. Complete and submit an application form in person to any public library;
2. Have the Guarantee section of the form signed by an adult resident of Hong Kong[#];
3. Present the application form together with your valid travel document, the original copy or photocopy of the Guarantor's identity card and proof of address for verification.

[#] In case of absence of a Guarantor, non-residents of the Hong Kong Special Administrative Region aged 18 or above may still borrow a maximum of six items of library materials by paying a deposit for each item borrowed.

Borrowing limit

After completion of the application procedure, applicant will be issued with a library card, which may be used to borrow up to a maximum of six items of library materials for a period of 14 days.

Loss of library card

Report of loss of library card must be made in person at any public library. Library card holder may, however, first report the loss by telephone to the Hong Kong Public Libraries in order to prevent unauthorised use of the lost card for borrowing purposes.

Change of personal particulars

Any change of personal particulars should be notified to the Hong Kong Public Libraries. For details, please contact our library staff or visit the following website:

http://www.hkpl.gov.hk/e_update/