

玩具圖書館規例

甲) 使用規則

1. 使用者可在玩具圖書館內免費遊玩和使用館內的玩具與設施。
2. 玩具圖書館的服務對象為八歲或以下的兒童及其家長，每位兒童須由一位成人（最多兩位）陪同，方可使用玩具圖書館。
3. 基於衛生理由，使用者（包括成人和兒童）必須把鞋放在鞋架上，並穿着襪子方可進入玩具圖書館，否則玩具圖書館有權拒絕讓違規人士進入。
4. 館內的嬰孩遊戲區專為三歲或以下的幼兒而設。每位幼兒須由成人陪同方可進入。
5. 使用者須小心使用館內的玩具、家具及物件。如有任何遺失或損壞，使用者須作出賠償，數額以圖書館館長認為足以補購有關設備為準，此外並須繳交20%作附加費。
6. 不得攜帶私人玩具進入玩具圖書館。
7. 使用者如未通知當值職員而在使用時段結束前離開玩具圖書館，將被視作放棄使用設施的權利。
8. 請勿騷擾玩具圖書館內其他使用者，並請在預約時段完結時離開玩具圖書館。

乙) 預約規則

1. 如欲使用玩具圖書館，可於擬使用服務日期前七日內（包括擬使用服務當日），在圖書館開放時間內致電 2921 0386 或親臨玩具圖書館預約，惟每人每日只可預約一節時段。
2. 為安全起見，玩具圖書館在同一時段最多只可容納40人。
3. 已預約者必須於所預約的時段開始前十分鐘內在玩具圖書館外的報到處報到（每日第一節時段的已預約者必須於時段開始後十分鐘內到達），否則其使用權將會轉讓給已登記的候補使用者。
4. 擬使用者可親臨玩具圖書館登記即日的候補名額，每人每日只可登記候補一節時段。候補名額將會優先給予當日未曾使用過玩具圖書館服務的人士。
5. 如該時段的名額未滿，可以先到先得方法即時登記使用玩具圖書館服務。
6. 已預約時段不可轉讓他人。
7. 如因八號或以上颱風信號或黑色暴雨警告生效而必須關閉玩具圖書館，受影響人士的預約將會順延至下星期同一日同一時段。

丙) 查詢

如有查詢，請親臨玩具圖書館或致電 2921 0378 與當值職員聯絡。

Toy Library Regulations

A) Conditions of Use

1. Users can play and use the toys for free in the Toy Library.
2. We aim at serving children aged eight or below and their parents. Each child should be accompanied by an adult (or at most two adults) when using the Toy Library.
3. For hygiene reasons, all users, including adults and children, should place their shoes on the rack and wear socks inside the Toy Library. Otherwise, users will not be admitted into the Toy Library.
4. The Baby Play Area in the Toy Library is designed for infants aged three or below, and they should be accompanied by adults.
5. Users are advised to take good care of all toys, play furniture and equipment in the Toy Library. Should there be any loss or damage of the facilities, a sum as deemed necessary to replace the facilities will be levied on the users. A surcharge of 20% shall also be payable.
6. Users are not allowed to bring their own toys to the Toy Library.
7. Users who have left the Toy Library without notifying the staff on duty before the end of the session will be considered forfeiting their right of using the Toy Library.
8. Please do not disturb other users in the Toy Library. Users are required to leave the Toy Library at the end of session.

B) Reservation

1. During the opening hours of the Toy Library, reservation can be made by telephone at 2921 0386 or in person no more than seven days prior to the intended date of use (that day inclusive), and each person can only reserve one session per day.
2. For the sake of safety, the Toy Library accommodates 40 persons per session at most.
3. Users who have booked in advance should register at the Registration Area outside the Toy Library **10 minutes before the scheduled starting time**, except for the first session of the day, in which case the users should turn up within 10 minutes of the scheduled starting time. Otherwise, their right of use will be transferred to other eligible users on the waiting list.
4. Users may sign up for the waiting list in person on the day of use, and each person can only sign up for one session per day. Priority will be given to users who have not used the Toy Library service on the same day.
5. When the session is not full, eligible users may register on the spot for using the service on a first come, first served basis.
6. Reservations are not transferable.
7. If the Toy Library is closed upon the issuing of the Typhoon Signal No. 8 or above or Black Rainstorm Warning, the booking of the affected users will be postponed to the same day and time in the following week.

C) Enquiries

For enquiries, please contact the library staff on duty in person or call 2921 0378.