



圖書館專用欄 For Library Use Only									
Guarantor Card No.									
(1)	23333								
(2)	23333								

擔保人專用圖書證申請表 (第二擔保人)

APPLICATION FORM FOR LIBRARY CARD FOR GUARANTOR'S USE (SECONDARY GUARANTOR)

甲部 Part A 申請人資料 (第二擔保人) Particulars of Applicant (Secondary Guarantor)

(只供 18 歲以下圖書證持有人的父母申請。請用黑色墨水筆或原子筆，以正楷填寫下列各項。)

For parents of library card holder aged below 18 only. Please complete in BLOCK LETTERS and in BLACK INK.)

* 請刪去不適用者 *Delete whichever is inapplicable

1 <input type="checkbox"/> 先生 Mr	中文姓名 Name in Chinese	英文姓名 Name in English
2 <input type="checkbox"/> 太太 Mrs		姓氏 Surname
3 <input type="checkbox"/> 小姐 Miss		
4 <input type="checkbox"/> 女士 Ms		名字 Other Names

出生日期 Date of Birth	香港身份證號碼 HKID Card No.
日 Day 月 Month 年 Year	()

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

遞交表格時請出示最近 3 個月發出的住址證明文件 (例如水/電/煤氣/電話費單等)，以供核實。如持有由香港公共圖書館、前市政局公共圖書館或前區域市政局公共圖書館發出的圖書證，或是丁部所列任何圖書證持有人的擔保人，則無須填寫此部分和出示住址證明文件。Upon submission of the application form, please produce proof of residential address issued within the last 3 months (e.g. water / electricity / gas / telephone bill, etc.) for verification. If you hold a library card issued by the Hong Kong Public Libraries, ex-Urban Council Public Libraries or ex-Regional Council Public Libraries, or you are the guarantor of any library card holder(s) listed in Part D, you are not required to complete this part and produce proof of residential address.

香港住址 Residential Address in Hong Kong
(申請人必須填寫最新住址 The applicant must fill in his/her updated residential address)

通訊地址 Correspondence Address (可選擇是否填寫 Optional)

電話號碼 Telephone No.

住所 Residence 其他 Others (可選擇是否填寫 Optional)

圖書館專用欄 For Library Use Only

District :	Pcode :
1 <input type="checkbox"/> Central & Western	11 <input type="checkbox"/> Sham Shui Po
2 <input type="checkbox"/> Eastern	12 <input type="checkbox"/> Southern
3 <input type="checkbox"/> Islands	13 <input type="checkbox"/> Tai Po
4 <input type="checkbox"/> Kowloon City	14 <input type="checkbox"/> Tsuen Wan
5 <input type="checkbox"/> Kwai Tsing	15 <input type="checkbox"/> Tuen Mun
6 <input type="checkbox"/> Kwun Tong	16 <input type="checkbox"/> Wan Chai
7 <input type="checkbox"/> Reserved	17 <input type="checkbox"/> Wong Tai Sin
8 <input type="checkbox"/> North	18 <input type="checkbox"/> Yau Tsim Mong
9 <input type="checkbox"/> Sai Kung	19 <input type="checkbox"/> Yuen Long
10 <input type="checkbox"/> Sha Tin	20 <input type="checkbox"/> Others

乙部 Part B 擔保書 GUARANTEE

本人現申請「擔保人專用圖書證」，以便使用丁部所列圖書證持有人的帳戶外借圖書館資料，並同意履行「擔保人專用圖書證」第二擔保人所須承擔的責任。本人已細閱戊部「擔保人專用圖書證」申請須知及《圖書館規例》，並同意遵守。

I hereby apply for "Library Card(s) for Guarantor's Use" to use the account(s) of the library card holder(s) listed in Part D for borrowing library materials and agree to accept the obligations as a secondary guarantor. I have read and agree to comply with the Notes on Application for "Library Card for Guarantor's Use" in Part E and Libraries Regulation.

申請人簽署 Signature of Applicant _____ 日期 Date _____

丙部 Part C 主要擔保人資料和同意書 Particulars of Primary Guarantor and Agreement

此部分須由圖書證持有人的主要擔保人簽署。This part should be signed by the Primary Guarantor of the library card holder(s).

本人為丁部(1)或/及*(2)所列圖書證持有人的主要擔保人，已知悉並同意甲部所列申請人申請成為第二擔保人。

I am the Primary Guarantor of the library card holder(s) (1)or/and*(2) listed in Part D. I understand and agree to the application filed by the applicant listed in Part A as Secondary Guarantor.

主要擔保人的中文或英文姓名 Name of Primary Guarantor in Chinese or English
香港身份證號碼 HKID Card No.

主要擔保人簽署 Signature of Primary Guarantor _____ 日期 Date _____

丁部 Part D 圖書證持有人資料和同意書 Particulars of Library Card Holder(s) and Agreement

此部分須由接受擔保的圖書證持有人簽署。This part should be signed by the library card holder(s) under guarantee.

圖書證號碼 Library Card No.	中文或英文姓名 Name in Chinese or English	本人為左列圖書證持有人，已知悉並同意甲部所列擔保人的申請和戊部的安排。 I am the holder of the library card listed on the left. I understand and agree to the application filed by the applicant listed in Part A and the arrangement stated in Part E.
(1)		簽署 Signature _____
(2)		簽署 Signature _____

戊部 Part E 「擔保人專用圖書證」申請須知 Notes on Application for “Library Card for Guarantor’s Use”

收集個人資料聲明

- (a) 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 in 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 this form, including the requests for access and correction.

「擔保人專用圖書證」(第二擔保人)申請須知

Notes on Application for “Library Card for Guarantor’s Use”

(Secondary Guarantor)

- 1. 申請人須為年滿18歲的香港居民。
- 2. 申請人須填妥申請表格和獲得丙部所列主要擔保人及丁部所列圖書證持有人簽署，然後親自把申請表格交回任何一間公共圖書館。
- 3. 在遞交表格時，必須出示香港身份證和最近3個月發出的住址證明文件(如水/電/煤氣/電話費單等)的正本，連同丁部所列人士的圖書證和香港身份證或出生證明文件的正本或影印本(正面)，以供核實。如已持有由香港公共圖書館、前市政局公共圖書館或前區域市政局公共圖書館發出的圖書證，或是丁部所列任何圖書證持有人的擔保人，則無須出示住址證明文件。
- 4. 「擔保人專用圖書證」(第二擔保人)的有效期：
 - a. 「擔保人專用圖書證」將於受擔保的圖書證持有人年滿18歲時自動失效。
 - b. 失效或已取消的「擔保人專用圖書證」須交回圖書館；否則，日後再申請時須繳付補領費，每張收費為港幣33元。
- 5. 轉讓及取消
 - a. 「擔保人專用圖書證」不可轉讓予他人使用。在有效期內，擔保人或受擔保的圖書證持有人任何一方可隨時向圖書館申請取消「擔保人專用圖書證」。
 - b. 如受擔保的圖書證持有人未滿18歲，即使「擔保人專用圖書證」已經取消，主要擔保人仍須履行本身須承擔的責任。
- 6. 法律責任
主要擔保人及第二擔保人如在使用「擔保人專用圖書證」時違反《圖書館規例》的任何規定，必須個人負上法律責任。如有需要，受擔保的圖書證持有人帳戶會被凍結。
- 7. 外借數目限制
受擔保的圖書證持有人可外借最多10項圖書館資料，為期14天。憑「擔保人專用圖書證」外借的圖書館資料項目會計入受擔保的圖書證持有人的帳戶內，不得超逾上述限額。
- 8. 遺失「擔保人專用圖書證」
如遺失「擔保人專用圖書證」，必須親往任何一間公共圖書館辦理報失手續，但在辦理報失手續前可先致電通知香港公共圖書館，以防失證被盜用。
- 9. 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：https://www.hkpl.gov.hk/c_update/

- 1. The applicant must be a resident of Hong Kong aged 18 or above.
- 2. Complete and submit an application form in person to any public library with signature(s) obtained from the Primary Guarantor listed in Part C and the library card holder(s) listed in Part D.
- 3. Present the completed application form together with the original of your Hong Kong Identity Card and proof of residential address issued within the last 3 months (e.g. water / electricity / gas / telephone bill, etc.), as well as the original or photocopy (front side) of the library card(s) and the Hong Kong Identity Card(s) or the Birth Certificate(s) of the library card holder(s) listed in Part D for verification. If you hold a library card issued by the Hong Kong Public Libraries, ex-Urban Council Public Libraries or ex-Regional Council Public Libraries, or you are the guarantor of any library card holder(s) listed in Part D, proof of residential address is not required.
- 4. Expiry of the “Library Card for Guarantor’s Use”(Secondary Guarantor):
 - a. The card will expire automatically upon the library card holder under guarantee reaches the age of 18.
 - b. The expired or cancelled “Library Card for Guarantor’s Use” shall be returned to the library; otherwise, a replacement fee of HK\$33 per card will be charged upon re-application.
- 5. Transfer and Cancellation
 - a. The “Library Card for Guarantor’s Use” must not be transferred to other person for use. Before the expiry date, either the guarantor or the library card holder under guarantee may at any time apply to the library for its cancellation.
 - b. Even though the “Library Card for Guarantor’s Use” is cancelled, the primary guarantor of a library card holder under guarantee aged below 18 still has to meet the obligations as a primary guarantor.
- 6. Liability
The Primary Guarantor and Secondary Guarantor of the “Library Card for Guarantor’s Use” shall be personally liable for the contravention of any provision under the Libraries Regulation when he/she uses the Library Card. The account(s) of the library card holder(s) under guarantee shall be frozen where necessary.
- 7. Borrowing Limit
The library items borrowed by the “Library Card for Guarantor’s Use” are charged to the account of the library card holder under guarantee which may be used to borrow a maximum of 10 items of library materials for a period of 14 days.
- 8. Loss of the “Library Card for Guarantor’s Use”
Report of loss of the “Library Card for Guarantor’s Use” must be made in person at any public library. The card holder may, however, first report the loss by telephone to the Hong Kong Public Libraries in order to prevent the unauthorised use of the lost card.
- 9. 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: https://www.hkpl.gov.hk/e_update/