



預約圖書館資料 Reservation of Library Materials

資料名稱* Title*			
著者／作曲者／演出者 Author / Composer / Artist			
索書號／登錄號碼 Call No./ Accession No.			
館藏編目號碼 Bib ID			
出版者／製作人 Publisher / Producer			
取書地點 Pick-up Location (圖書館 Library)			

*如預約的圖書館資料包含多冊／項、屬於某叢書／專輯的一部分或連附件，請加以註明。

*Please specify if the requested library material comprises multiple volumes/items, forms a part of a series or comes with accompanying item(s).

讀者姓名
Reader's Name: _____

聯絡電話
Contact Telephone No.: _____

圖書證號碼
Library Card No.: _____

職員專用 For Office Use Only

預約有效限期 Reservation Expiry Date		
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讀者在本表格填報個人及其他資料，純屬自願。有關資料會用作處理這項預約申請，以及與預約直接有關的用途。如讀者未能提供完整和準確的資料，圖書館可能無法處理這項申請。根據《個人資料（私隱）條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，資料當事人有權要求查閱和改正其個人資料。索取個人資料副本，須按康樂及文化事務署的規定繳付所需費用。如對填報個人資料（包括要求查閱和改正資料）有疑問，請與圖書館職員聯絡。

The provision of personal data and other related information in this form is voluntary. The personal data and information will be used for processing this reservation request and any directly related purpose. The Library may not be able to process your request if the information provided is incomplete or inaccurate. You have a right to request access to and correction of your personal data pursuant to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The request for a copy of your personal data will be subject to a charge as prescribed by the Leisure and Cultural Services Department. Please contact the library staff for enquiries concerning the provision of personal data, including making access and correction.

預約服務須知

- 每名讀者最多可預約 10 項圖書館資料。
- 下列情況恕不接受預約：
 - 讀者已預約 10 項資料；或
 - 預約項目屬參考資料、視聽圖書館資料或不外借館藏；或
 - 帳戶中有任何資料的欠款或欠款總額已達上限／超出逾期上限；或
 - 帳戶中有未歸還的資料超出逾期上限；或
 - 帳戶因其他原因（例如圖書證已報失）而暫時被停用。詳情請向圖書館職員查詢。
- 每項資料的預約費用為港幣 3.3 元(或領取資料當日的預約費用)。讀者如已預約資料而該項資料的預約現況已更改為「預約架上待領」或「轉移中」，無論領取資料與否，均須繳付預約費用。
- 讀者可親自遞交本表格，又或使用圖書館目錄終端機、經互聯網或「我的圖書館」官方流動應用程式預約圖書館資料，詳情請參閱背頁。預約有效限期預設為 270 天。如預約資料在有效限期內仍未備妥，預約即告自動取消。
- 在預約資料送達取書地點後，圖書館會以郵遞發出通知，事先已登記使用電郵通知書服務的讀者，則會收到電郵通知。讀者亦可透過「我的圖書館」官方流動應用程式的個人提示服務，事先選擇收取「待取預約」通知。有關登記詳情請參閱背頁。讀者在預約圖書館資料前，必須確保所登記的聯絡／電郵地址正確無誤。如需更改聯絡地址，請到圖書館服務台辦理手續。
- 如對使用預約服務有疑問，請向圖書館職員查詢。

Notes for Reservation Service

- A reader may reserve a maximum of 10 items of library materials.
- Reservation **CANNOT** be made if:
 - a reader has already reserved 10 items; or
 - requested items are reference materials, audio-visual library materials or library materials not for loan; or
 - the outstanding charge of any item or the total outstanding charges in the account has/have reached the ceiling amount/exceeded the overdue time limit; or
 - There is an outstanding item in the account which has exceeded the overdue time limit; or
 - The account has been suspended due to any other reasons (e.g. the library card has been reported lost). Please contact library staff for details.
- A reservation fee of HK\$3.3 (or the prevailing reservation fee at the time of collection) will be charged for each item. Once an item has been reserved and its reservation status is updated to "Available for pick-up" or "Transit Hold", the reader making the reservation is required to pay the reservation fee no matter he/she collects the item or not.
- Readers may submit the form in person, or make reservations through Library Catalogue terminals, the Internet or the official mobile app "My Library". Please see overleaf for details. Any reservation made will be valid for a default period of 270 days. The reservation will be automatically cancelled if the reserved item is not available by the expiry date.
- When the reserved item is available for collection at the pick-up location, the reader will be informed by post, or by email provided he/she has registered for the Email Notification Service in advance. Readers may also select to receive "Pick-up Notification" through the Personalised Alert Services of the official mobile app "My Library" before making reservations. Please see overleaf for registration details. Readers should ensure that their registered correspondence /email address is correct before making reservations. Please approach the library service counter if you need to update your correspondence address.
- Please contact library staff for queries about the use of the reservation service.

使用圖書館目錄終端機、經互聯網或「我的圖書館」官方流動應用程式預約圖書館資料須知

- 服務時間：
 - 圖書館目錄終端機：圖書館開放時間
 - 香港公共圖書館網頁（www.hkpl.gov.hk）：全日 24 小時
 - 「我的圖書館」官方流動應用程式：全日 24 小時
 - 服務種類：預約圖書館資料；更改、暫停或取消預約；*登記以電郵方式或透過「我的圖書館」官方流動應用程式的個人提示服務收取「待取預約」通知等。
 - 讀者可使用圖書館目錄終端機、經互聯網或「我的圖書館」官方流動應用程式更改有效限期，以更改當日起計最短兩星期，最長兩年，但只限於預約現況為「預約中」的申請。如沒有指定有效限期，系統會把限期預設為 270 天。如預約資料在有效限期內仍未備妥，預約即告自動取消。
 - 請留意屏幕信息和參考編號，以確定成功預約資料。
 - 已遞交的預約申請可在「我的帳戶」檢視或更改。#讀者可：
 - 更改預約有效限期
 - 更改取書地點
 - 暫停或取消預約# 更改預約申請只適用於職員尚未處理的項目，並且有「修改」、「暫停」及「取消」按鈕可供選擇。
- * 如欲使用電郵通知書服務及／或「我的圖書館」官方流動應用程式的個人提示服務，必須事先登記。有關登記詳情，請參閱 <https://www.hkpl.gov.hk/tc/about-us/services/lending/email.html>。

Notes for Reservation of Library Materials through Library Catalogue terminals, the Internet or “My Library” Official Mobile App

- Service hours:
 - Library Catalogue terminals: library opening hours
 - Hong Kong Public Libraries (HKPL) Website (www.hkpl.gov.hk): 24 hours daily
 - “My Library” official mobile app: 24 hours daily
- Service types: reservation of library materials; change, deactivation or cancellation of reservations; *registration for receiving “Hold Awaiting Notices” by email or “Pick-up Notification” through the Personalised Alert Services of the official mobile app “My Library”, etc.
- Readers may change the reservation expiry date to any date ranging from two weeks to two years from the date of change through Library Catalogue terminals, the Internet or the official mobile app “My Library” for reservations with the status of “Pending” only. If readers have not specified a date, the system will assign a Hold Expiry Date (defaulted to 270 days) for them. The reservation will be automatically cancelled if the reserved library material is not available by the expiry date.
- Please note that a confirmation message with a transaction reference number will appear on the screen after the reservation request has been successfully placed.
- Reservations submitted may be viewed and updated in “My Account” .# Readers may:
 - change the reservation expiry date
 - change the pick-up location
 - deactivate or cancel the reservation# Update of reservation can only be made if the item has not been processed by library staff and the “**Modify**”, “**Deactivate**” and “**Cancel**” buttons are available for selection.

* Prior registration for the Email Notification Service and /or “My Library” Personalised Alert Services is required. For registration details, please refer to <https://www.hkpl.gov.hk/en/about-us/services/lending/email.html>.