



康樂及文化事務署
Leisure and Cultural Services Department
香港公共圖書館
HONG KONG PUBLIC LIBRARIES

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
APPLICATION FORM FOR LIBRARY CARD FOR GUARANTOR'S USE

請用黑色墨水筆或原子筆，以正楷填寫下列各項。申請人遞交表格時必須出示其香港身份證。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. The applicant is required to produce his/her Hong Kong Identity Card upon submission of the application form. If you fail to provide the required personal data, we will be unable to process your application.
* 請刪去不適用者 * Delete whichever is inapplicable

甲部 Part A 申請人資料 Particulars of Applicant

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	<div></div>	姓氏 Surname _____			
3 <input type="checkbox"/> 小姐 Miss		名字 Other Names _____			
4 <input type="checkbox"/> 女士 Ms					
出生日期 Date of Birth	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>日 Day 月 Month 年 Year</div>	香港身份證號碼 HKID Card No. _____			
職業 Occupation	1 <input type="checkbox"/> 學生 Student	2 <input type="checkbox"/> 在職 Employed	3 <input type="checkbox"/> 主婦 Housewife	4 <input type="checkbox"/> 退休 Retired	5 <input type="checkbox"/> 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，或是丙部所列任何圖書證持有人的擔保人，則無須填寫此部分 and 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 C, 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

請在適當空格內加上 ✓號 Please ✓in the appropriate box(es)
本人是丙部 (1) 所列圖書證持有人的擔保人。I am the Guarantor of the Library card holder (1) listed in Part C.
本人是丙部 (2) 所列圖書證持有人的擔保人。I am the Guarantor of the Library card holder (2) listed in Part C.
本人是丙部 (1) 及 (2) 所列圖書證持有人的擔保人。I am the Guarantor of the Library card holders (1) and (2) listed in Part C.
本人不是丙部 (1) 所列圖書證持有人的擔保人，現申請成為其擔保人。I am not the Guarantor of the Library card holder (1) listed in Part C and hereby apply to be the guarantor of the library card holder.
本人不是丙部 (2) 所列圖書證持有人的擔保人，現申請成為其擔保人。I am not the Guarantor of the Library card holder (2) listed in Part C and hereby apply to be the guarantor of the library card holder.
本人不是丙部 (1) 及 (2) 所列圖書證持有人的擔保人，現申請成為其擔保人。I am not the Guarantor of the Library card holders (1) and (2) listed in Part C and hereby apply to be the guarantor of the library card holders.
未滿 18 歲的圖書證持有人，其擔保人須為家長(父親或母親)或監護人。如家長(父親或母親)或監護人基於任何理由未能作為擔保人，則須提供一名香港成年居民作為擔保人。擔保人須承擔丙部所列圖書證持有人根據《圖書館規例》第 21、27 或 28 條招致的法律責任。For library card holder(s) listed in Part C aged below 18, the guarantor should be his/her parent (father or mother) or guardian. If his/her parent or guardian is unable to become the guarantor for whatever reason, he/she should provide an adult resident of Hong Kong to be his/her guarantor. The guarantor shall be liable for all liabilities incurred by the library card holder(s) listed in Part C below under Section 21, 27 or 28 of the Libraries Regulations.

本人現申請「擔保人專用圖書證」，以便使用丙部所列圖書證持有人的帳戶外借圖書館資料，並同意履行擔保人所須承擔的責任。本人已細閱丁部「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 C for borrowing library materials and agree to accept the obligations as a guarantor. I have read and agree to comply with the Notes on Application for "Library Card for Guarantor's Use" in Part D and Libraries Regulation.

申請人簽署
Signature of Applicant _____ 日期
Date _____

丙部 Part C 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，已知悉並同意丁部所列的安排。 I am the holder of the library card listed on the left and I understand and agree to the arrangement stated in Part D.
(1)	<div></div>	簽署 Signature _____
(2)	<div></div>	簽署 Signature _____

丁部 Part D 「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」申請須知

- 申請人須為年滿18歲的香港居民。
- 申請人須填妥申請表格和獲得丙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。
- 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，連同丙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。如丙部所列人士已年滿18歲(60歲或以上人士除外)，須攜同其他證明文件(如殘疾人士登記證、長期病患的醫生證明書等)的正本或影印本。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，或是丙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。
- 年滿18歲的人士接受擔保，如尚未持有圖書證，擔保人可於申請「擔保人專用圖書證」時，一併代其遞交圖書證申請表，但必須出示該受擔保人士最近3個月發出的住址證明文件(如水／電／煤氣／電話費單等)正本，以供核實。
- 「擔保人專用圖書證」的有效期：
 - 受擔保的圖書證持有人未滿18歲
 - 「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。
 - 受擔保的成年圖書證持有人如年滿18歲，但因長期患病或行動不便等特別理由而未能親臨圖書館
 - 「擔保人專用圖書證」將於發出3年後失效。
 - 如有需要，擔保人可攜同上文第3段所述的證明文件重新申請。
 - 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。
- 轉讓及取消
 - 「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」。
 - 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，該擔保人仍須履行本身須承擔的責任。
- 法律責任
「擔保人專用圖書證」持有人如在使用該圖書證時違反《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。
- 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。
- 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。
- 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 for Guarantor’s Use”

- The applicant must be a resident of Hong Kong aged 18 or above.
- Complete and submit an application form in person to any public library with signature(s) obtained from the library card holder(s) listed in Part C.
- 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 C for verification. If the library card holder(s) listed in Part C is/are aged 18 or above (except persons aged 60 or above), the original or photocopy of other supporting document(s) (e.g. Registration Card for People with Disabilities, medical certificate in proof of chronic illness) is required. 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 C, proof of residential address is not required.
- If anyone aged 18 or above who accepts the guarantee is not a library card holder, the guarantor can, on his/her behalf, submit the Library Card Application Form together with the “Application Form for Library Card for Guarantor’s Use”. The guarantor shall produce the original proof of residential address issued within the last 3 months (e.g. water / electricity / gas / telephone bill, etc.) of the person under guarantee for verification.
- Expiry of the “Library Card for Guarantor’s Use”:
 - Library card holder under guarantee aged below 18
 - The card will expire automatically upon the library card holder under guarantee reaches the age of 18.
 - Adult library card holder (aged 18 or above) under guarantee who is unable to visit the library in person due to special reason, such as prolonged illnesses or mobility-handicapped
 - The card will expire 3 years from the date of issue.
 - The guarantor may re-apply for the card, if necessary, with the documents mentioned in paragraph 3 above.
 - 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.
- Transfer and Cancellation
 - 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.
 - Even though the “Library Card for Guarantor’s Use” is cancelled, the guarantor of a library card holder under guarantee aged below 18 still has to meet the obligations as a guarantor.
- Liability
The holder 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.
- 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.
- 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.
- 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/