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| 圖書館專用 For Library Use |
| 圖書館 Library : |
| 參考編號 Ref. No. : |
| 日期 Date: |

購置圖書館資料建議 SUGGESTION FOR LIBRARY PURCHASE

歡迎提出購置圖書館資料的建議，以加強香港公共圖書館的館藏和擴闊市民的閱讀範疇。請參閱背頁載列的購置圖書館資料甄選準則。請填寫以下表格第一及第二部分（附有*號者必須填寫），並在適當方格內填上√號。
We welcome your suggestion for purchasing library materials to enrich the collection of the Hong Kong Public Libraries (HKPL) and widen the public's scope of reading. Please see overleaf for the selection criteria for library purchase. Please complete Part 1 and Part 2 of the form below (**items marked with * are required fields**) and tick the appropriate box.

第一部分 Part 1 :

***資料類型 Material Type:**

書籍 Book 鐳射唱片 Audio CD 其他 Others (請註明 Please specify) _____

***資料名稱 Title** _____

作者 Author _____ 出版社 Publisher _____

出版地及出版年份 Place and Year of Publication _____

標準號碼 Standard No. _____

從何處獲悉這項資料? Where did you learn of this material? _____

*** 推薦原因 Reasons for recommendation**

| 圖書館專用 For Library Use | |
|---|--|
| Copy Status | <input type="checkbox"/> In stock (bib no. _____) <input type="checkbox"/> On order <input type="checkbox"/> Not in stock |
| Recommendation | <input type="checkbox"/> Recommended for _____ library <input type="checkbox"/> Bibliographic details found and attached <input type="checkbox"/> Not recommended for HKPL <input type="checkbox"/> Bibliographic details not found <input type="checkbox"/> Others, please specify: _____ |
| Remarks | _____ |
| Suggestion sent to <input type="checkbox"/> TPUC <input type="checkbox"/> TPUE <input type="checkbox"/> TPUAV on _____ (Date) | AL/L i/c (_____) SL(_____) |

第二部分 Part 2 :

請提供下列個人資料，以便日後聯絡: (請參閱背頁注意事項)

Please provide the following information for future communication: (please see the note overleaf)

姓名 Name _____ (先生 Mr 女士 Ms 小姐 Miss)

電話號碼 Tel. No. _____ 電郵 Email _____

地址 Address _____

回條 Reply Slip (由職員填寫 filled by library staff)

參考編號 Ref. No. : _____

謝謝你提出購置下列資料的寶貴建議。

Thank you for your valuable suggestion for purchasing the following material.

我們會按照香港公共圖書館的館藏發展方向及現有資源考慮上述建議。請保存回條以便日後查詢。

Your suggestion will be considered according to the collection development direction and the existing resources of the Hong Kong Public Libraries. Please keep the reply slip for future enquiries.

(圖書館印章 Library Stamp)

日期 Date: _____

購置圖書館資料甄選準則

- 切合香港公共圖書館的館藏發展方向
- 學科範疇、與其他館藏資料的關係
- 作者及／或出版社的權威性和名望
- 準確性
- 風格和條理清晰程度
- 出版形式
- 時效性
- 需求
- 價格
- 文學價值（小說）

如欲查閱《香港公共圖書館館藏發展》全文，可瀏覽香港公共圖書館網址 www.hkpl.gov.hk/collection 或向圖書館職員查詢。

Selection Criteria for Library Purchase

- Conformity with the collection development direction of the HKPL
- Subject coverage and the relationship to other items in stock
- Authoritativeness and reputation of the author(s) and/or publisher
- Reputation for Accuracy
- Style and clarity of presentation
- Format
- Currency and timeliness
- Demand
- Price
- Literary merit (for fiction)

For the full text of "The Collection Development of the Hong Kong Public Libraries", please visit the HKPL website www.hkpl.gov.hk/collection or contact our library staff.

注意事項：提供個人資料與否純屬自願，所收集的個人資料只供香港公共圖書館處理有關建議和聯絡用途。我們只保留個人資料直至完成收集個人資料目的為止。不再需要的個人資料將被銷毀。根據《個人資料(私隱)條例》(第486章)第18、第22條及附表1內第6原則的規定，你有權要求查閱及改正所提供的個人資料。如欲索取有關資料的複本，可能須按署方的規定繳付所需費用。

Note: The provision of personal data is optional, and the personal data collected will be used by the HKPL for processing your suggestion and communication only. We will only keep your Personal Data for as long as necessary to fulfil the purpose for which the Personal Data was collected. Personal Data which is no longer required will be destroyed. You have the right to request access to and the correction of personal data in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap 486). The provision of a copy of the data may be subject to a charge as demanded by the Department.