



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（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 the form below (**items marked with * are required fields**) and tick the appropriate box.

*** 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**

請提供下列個人資料，以便日後聯絡：

Please provide the following information for future communication:

姓名 Name _____ (先生 Mr 女士 Ms 小姐 Miss)

電話號碼 Tel. No. _____ 電郵 Email _____

地址 Address _____

備註 Remark:

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。

The personal data collected will be used by the HKPL for processing your suggestion and communication only.

參考編號 Ref. No. :

回條 Reply Slip

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:

圖書館專用 For Library Use	
Library	
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"/> Not recommended for HKPL
	<input type="checkbox"/> Bibliographic details found and attached <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(_____)	

購置圖書館資料甄選準則	Selection Criteria for Library Purchase
<ul style="list-style-type: none"> ➢ 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） <p>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。</p>	<ul style="list-style-type: none"> ➢ 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) <p>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.</p>