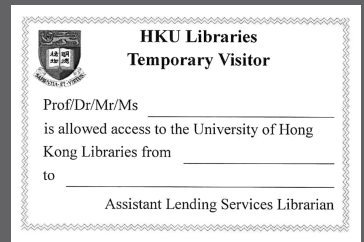


# 香港中央圖書館轉介服務 — 申請香港大學圖書館臨時閱讀證

## Referral Service at Hong Kong Central Library for The University of Hong Kong Libraries Temporary Pass



### 申請人須知 Notes to Applicants

1. 申請人須為香港公共圖書館的登記讀者。  
The applicant should be a registered reader of the Hong Kong Public Libraries (HKPL).
2. 申請人須證明確有需要使用香港大學圖書館的資源進行特定研究，而香港公共圖書館未能提供所需資源。  
The applicant should prove that there is a genuine need to use the resources of the University of Hong Kong (HKU) Libraries for conducting specific research, and that the required resources are not available at the HKPL.
3. 香港公共圖書館在審批轉介信申請時會參照指引，內容包括轉介服務的原則及準則、香港大學的現行圖書館政策，以及公眾人士使用香港大學圖書館的規則。  
The HKPL will assess the application for the referral letter according to a set of guidelines, which include the principles and criteria of the referral service, the prevailing library policy of the HKU and the regulations on the use of these libraries by the public.
4. 獲發轉介信的申請人，須攜同轉介信親自到香港大學圖書館大樓辦理臨時閱讀證。  
Successful applicant should bring along the referral letter to the HKU Main Library in person for the application for a Temporary Pass.
5. 香港大學圖書館的館長有權決定是否發出臨時閱讀證。  
The issue of the Temporary Pass is subject to the discretion of the university librarian.
6. 臨時閱讀證持有人（持證人）須遵守香港大學圖書館的條例和規則。香港大學圖書館的館長有權撤回持證人進入香港大學圖書館的許可。香港中央圖書館的有關服務櫃檯備有香港大學圖書館的《臨時閱讀證使用規則和權利》節錄本，可供索閱。  
Temporary Pass holders should observe the rules and regulations of the HKU Libraries. The admission to the HKU Libraries can be revoked at the discretion of the university librarian. An extract of the Regulations and Privileges for Temporary Pass Readers of the HKU Libraries is available for reference on request at the service counters of the Hong Kong Central Library.
7. 持證人可連續三天進入香港大學圖書館。圖書館內的資料只供在館內使用。  
The Temporary Pass entitles its holder to visit the HKU Libraries for three consecutive days. Materials of the HKU Libraries are available for use in the HKU Libraries only.
8. 持證人如導致臨時閱讀證、圖書館資料、器材或設施蒙受任何損失或損毀，必須自行向香港大學圖書館負責。  
The Temporary Pass holder shall be personally liable to the HKU Libraries for any loss or damage incurred to the Temporary Pass and materials, equipment or facilities of the libraries.
9. 香港大學圖書館在同一學年(即每年9月1日至翌年8月31日)內只會向同一名轉介服務申請人發出臨時閱讀證一次。臨時閱讀證不得轉讓，在有效期屆滿後須歸還香港大學圖書館。如有需要，持證人可直接向香港大學圖書館申請續證。  
The HKU Libraries will only issue a Temporary Pass to the same Referral Service applicant once in the same academic year (i.e. from 1 September of each year to 31 August of the following year). The Temporary Pass is not transferable and must be returned to the HKU Libraries upon its expiry. Requests for renewal of the Temporary Pass, where necessary, should be made to the HKU Libraries direct.
10. 在本表格內填報的個人資料會用作處理臨時閱讀證申請。提供個人資料屬自願性質，如申請人提供的資料不足，香港公共圖書館未必能處理有關申請。  
The personal data provided in this form will be used for processing your application for the Temporary Pass. The provision of personal data is voluntary. If you do not provide sufficient information, the HKPL may not be able to process the application.

### 查詢 Enquiries

11. 有關申請轉介信事宜，請向香港中央圖書館中央參考圖書館的當值館長查詢。  
For enquiries on the application for the referral letter, please contact the duty Librarian of the Central Reference Library at the Hong Kong Central Library.  
電郵地址 E-mail : [hkcl\\_ref@lcsd.gov.hk](mailto:hkcl_ref@lcsd.gov.hk)  
電話號碼 Phone : 2921 0222 傳真號碼 Fax : 2881 5500
12. 有關臨時閱讀證事宜，請向香港大學圖書館的館長查詢。  
For enquiries on the Temporary Pass, please contact the university librarian.  
電郵地址 E-mail : [libcir@hku.hk](mailto:libcir@hku.hk)  
電話號碼 Phone : 3917 2202 傳真號碼 Fax : 2517 4615