



香港公共圖書館
團體借閱圖書館資料申請表

HONG KONG PUBLIC LIBRARIES

APPLICATION FORM FOR BLOCK LOAN OF LIBRARY MATERIALS

申請人姓名

Name of Applicant

機構/學校名稱

Name of Organisation / School

地址

Address

電話

Telephone Number

聯絡人姓名

Name of Contact Person

擬借圖書館資料數量(如非書籍請註明類別)

Number of Library Items Required

(For non-book materials, please specify the type required)

Items

項

借閱日期

Loan Period

From

由

To

至

擬取書的圖書館

Library for Collection of Borrowed Items

本人同意遵守下列規則。

I agree to comply with the regulations stated below.

Date 日期

Signature of Applicant and
Seal of the School/Organisation

申請人簽署
及學校/機構印鑑

申請人職銜
Title of Applicant

- 團體借閱圖書館資料祇限於學校、非牟利機構及文化團體。
Block loan is available to schools, non-profit making organisations and other cultural organisations.
- 申請人須為校長/學校圖書館主任或機構主席/負責人。
The applicant must be the Principal/Teacher Librarian or Chairman / the in-charge of the organisation.
- 首次申請者須填寫圖書證申請表，而非牟利機構須提供註冊證明。
For first application for the block loan, please complete the Library Card Application Form. Non-profit making organisations should provide with Certificate of Registration of the organisation.
- 團體可外借約二百項圖書館資料，為期兩個月。當資料到期歸還時，如沒有其他讀者需求，可續借該些資料。
The number of library materials can be loaned out by an organisation/school at any time is about 200 items and the loan period is 2 months. Renewal can be arranged if the items are not required by other readers.
- 團體所借的圖書館資料須提供予學生/會員能輕易獲取作免費借閱。
The borrowed library materials must be readily available to students or members of the organisation free of charge.
- 團體須把所借的圖書館資料交回借出的圖書館。
The library materials must be returned to the library from which they are borrowed.
- 申請人須負責保管所借的圖書館資料、按圖書館規例賠償損毀/遺失的圖書館資料，以及領取和交還所借的資料。
The applicant is responsible for the security of the borrowed items, paying the cost of any loss/damage in accordance with the Libraries Regulation and collection and return of all the items.

你在本表格提供的資料祇供處理這次申請之用。

The information provided in this form will be used for processing this application only.