

參考編號 Ref. No. \_\_\_\_\_

(管理及推廣組專用 For MPU Use)

香港公共圖書館  
幼稚園主題書籍外借服務申請表

HONG KONG PUBLIC LIBRARIES

APPLICATION FORM FOR THEMATIC BLOCK LOAN TO KINDERGARTENS

申請人姓名

Name of Applicant

幼稚園 / 幼兒中心名稱

Name of Kindergarten / Child Care Centre

地址

Address

電話

Telephone Number

傳真號碼

Fax Number

電郵 (如欲收取主題書籍借閱清單)

Email (for receiving the loan list)

聯絡人姓名

Name of Contact Person

擬借主題書籍套裝(請☑) Thematic Block Loan Set Required (Please ☑)

感官探索 Sense & Sensation

藝術與創意 Art & Creativity

概念認知 Concepts

情感及生活技巧 Emotion & Social Skills

語文兒歌 Poetry & Rhymes

圖畫故事書 Early Readers

資料總數 Total No. of Items

書籍 Books

(由圖書館職員填寫 to be filled by library staff)

附件 Accompanying materials

擬借閱日期 Loan Period Applied

由 From

至 To

本人同意遵守背頁規則。

I agree to comply with the regulations stated overleaf.

日期 Date

申請人簽署

Signature of Applicant

幼稚園/幼兒中心印鑑

Seal of the Kindergarten /  
Child Care Centre

申請人職銜

Title of Applicant

只供圖書館職員填寫 Use by Library staff Only

接收申請表圖書館 Receiving Library	
幼稚園 / 幼兒中心圖書證號碼 Library card number of the Kindergarten / Child Care Centre	
申請轉交管理及推廣組處理日期 Date the Application Referred to MPU	

## 幼稚園主題書籍外借服務使用守則

### Condition of Use of Thematic Block Loan to Kindergarten

1. 幼稚園主題書籍外借服務祇限於幼稚園或幼兒中心。  
Block loan is available to kindergartens or child care centre.
2. 申請人須為幼稚園校長或幼兒中心負責人。  
The applicant must be the Principal of the kindergarten or the in-charge of the child care centre.
3. 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.
4. 幼稚園主題書籍每次可外借六個主題書籍的其中一套，為期兩個月。當資料到期歸還時，如沒有其他幼稚園/幼兒中心需求，可續借該些資料。  
One set of six themes in the thematic block loan can be loaned out by any kindergarten/child care centre and the loan period is 2 months. Renewal can be arranged if the items are not required by other readers.
5. 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.
6. 團體須把所借的圖書館資料交回管理及推廣組。  
The library materials must be returned to the Management and Promotion Unit from which they are borrowed.
7. 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.

#### 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 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.