



# Hong Kong Public Libraries

## Application for Students' Study Room Admission Card

Validity Period : 1 March to 7 May 2025  
Deadline for Application : 3 February 2025

Name: (English) \_\_\_\_\_ (in BLOCK LETTERS) (Chinese) \_\_\_\_\_

Library Card No.# : \_\_\_\_\_ Tel. No.: \_\_\_\_\_

# Applicants shall produce their Hong Kong Public Libraries (HKPL) library cards.

School Attending (if applicable): \_\_\_\_\_ Class: \_\_\_\_\_

Please tick where appropriate:

I am sitting for the following public or professional examination\*:

I am not sitting for any public or professional examinations.

\* Applicants shall produce proof of their candidate status.

**Remarks:**

1. Please read carefully the Notes on Application for Students' Study Room Admission Card before completing the application form.
2. Failure to provide accurate and complete information and affix a recent photo will result in rejection of the application.
3. The personal data provided in this form will be used for processing the application only. Please contact the library staff if you request access to or correction of your personal data provided in the application.
4. The HKPL reserves the right to allocate any seat in the students' study room to the applicant.
5. For submission of the application by post<sup>A</sup>, the completed application form shall be sent before the deadline and "Application for Students' Study Room Admission Card 2025" shall be marked on the envelope. The postmark date on the envelope shall be taken as the date of application. Please make sure that all mail items bear sufficient postage. Underpaid mail items will not be accepted by the HKPL and such items will be disposed of by the Hongkong Post.
6. Allocation results will be posted on the notice boards of the respective public libraries from 21 to 28 February 2025.
7. All application forms submitted will be destroyed after the validity period of the Students' Study Room Admission Card under application.

**SESSION APPLIED FOR:**

(Tick **ONE** option only)

1. 8:00 am - 12:30 pm
2. 12:45 pm - 5:15 pm
3. 5:30 pm - 9:30 pm/10:00 pm

**FOR OFFICE USE ONLY**

- Admission Card No. \_\_\_\_\_
- Standby Card No. \_\_\_\_\_

Application : by post / in person

Application received on : \_\_\_\_\_

<sup>A</sup> For successful applicants of admission cards and applicants issued with standby cards who submitted their applications by post, they shall produce the following documentary proof upon collection of cards for verification:

- (i) HKPL library cards; and
- (ii) proof of their candidate status (school candidates for the HKDSE who have not yet received their admission forms shall produce a valid student card/student handbook) (applicable only to candidates sitting for public or professional examinations).

I confirm that the above information is true and correct.

Date: \_\_\_\_\_

(Signature of the Applicant)

### Hong Kong Public Libraries

### Students' Study Room Admission Card

Validity Period : 1 March to 7 May 2025

Name: (English) \_\_\_\_\_ (in BLOCK LETTERS)

(Chinese) \_\_\_\_\_

School Attending: \_\_\_\_\_ Class: \_\_\_\_\_

Signature: \_\_\_\_\_

**PHOTO**

(Photo to be affixed here)  
(see Remark 2 above)

**FOR OFFICE USE ONLY**

Students' Study Room: \_\_\_\_\_  Admission Card No. \_\_\_\_\_

Session:  1. 8:00 am - 12:30 pm

2. 12:45 pm - 5:15 pm

3. 5:30 pm - 9:30 pm/10:00 pm

Standby Card No. \_\_\_\_\_

Session No.

Notes: (1) From 8 to 31 May 2025, students' study rooms of the HKPL will be open from 8 am to 10 pm from Monday to Friday and from 8 am to 9:30 pm on Saturday, Sunday and public holidays. Seats are allocated on a first-come-first-served basis and no admission card is required.  
(2) The HKPL may change and alter the opening hours or admission arrangements of students' study rooms in response to public health concerns or other special circumstances. Please pay attention to the latest announcements by the HKPL.

# 香港公共圖書館學生自修室入座證申請表

入座證有效期：2025年3月1日至5月7日

截止申請日期：2025年2月3日

姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (請用正楷填寫)

圖書證號碼#： \_\_\_\_\_ 電話號碼： \_\_\_\_\_

#申請人須出示香港公共圖書館圖書證。

就讀學校(如適用)： \_\_\_\_\_ 級別： \_\_\_\_\_

請於適當的方格內加上✓號：

本人將參加下列公開考試或專業考試\*：

本人並非公開考試或專業考試考生

\*申請人須出示應考證明文件。

註：

- 填表前請細閱《學生自修室入座證申請須知》。
- 如申請人未能提供準確完整的資料和貼上近照，申請概不受理。
- 申請表提供的個人資料僅供處理是次申請之用。如須查閱或更改填報的個人資料，請與圖書館職員聯絡。
- 香港公共圖書館有權編配學生自修室內的任何座位予申請人。
- 如以郵寄方式遞交申請表<sup>^</sup>，須於截止申請日期前把填妥的申請表寄回，並在信封面註明「申請2025年學生自修室入座證」。申請日期以郵戳所示日期為準。投寄前請確保郵件已貼上足夠郵資，香港公共圖書館不會接受任何郵資不足的郵件，該等郵件將由香港郵政處理。
- 入座名額分配結果會在2025年2月21日至28日張貼於有關公共圖書館的告示板。
- 所有遞交的申請表會在擬申請的入座證有效期過後予以銷毀。

申請入座時段：

(限選一項，請於適當的方格內加上✓號)

1. 上午8時至下午12時30分  
 2. 下午12時45分至5時15分  
 3. 下午5時30分至下午9時30分/10時

此欄由圖書館職員填寫

入座證編號 \_\_\_\_\_

候補證編號 \_\_\_\_\_

申請方法：郵寄/親身

接獲申請日期： \_\_\_\_\_

<sup>^</sup>獲分配入座名額的申請人及獲發候補證的申請人，如以郵寄方式遞交申請，須於領證時出示下列證明文件，以供核實：

(i) 香港公共圖書館圖書證；以及

(ii) 應考證明文件(香港中學文憑試學校考生如未獲發准考證，須出示有效的學生證/學生手冊)(只適用於參加公開考試或專業考試的考生)。

本人確認上述資料真確無訛。

日期： \_\_\_\_\_

(申請人簽署)

## 香港公共圖書館學生自修室入座證

有效期：2025年3月1日至5月7日

姓名：(中文) \_\_\_\_\_

(英文) \_\_\_\_\_ (請用正楷填寫)

就讀學校： \_\_\_\_\_ 級別： \_\_\_\_\_

簽署： \_\_\_\_\_

照片

(必須貼上照片)

(見上述註2)

此欄由圖書館職員填寫

學生自修室： \_\_\_\_\_  入座證編號 \_\_\_\_\_

入座時段： 1. 上午8時至下午12時30分

2. 下午12時45分至5時15分

3. 下午5時30分至下午9時30分/10時

候補證編號 \_\_\_\_\_

時段編號

註：(1)在2025年5月8日至31日期間，香港公共圖書館學生自修室的開放時間為星期一至五上午8時至下午10時，星期六、日及公眾假期上午8時至下午9時30分。座位先到先得，無須憑證入座。

(2)香港公共圖書館可因應公共衛生考慮或其他特殊情况，在有需要時更改和修訂學生自修室的開放時間或入座安排，請留意圖書館的最新公布。