



申請參考資料館際轉遞服務
Request for Reference Materials Inter-branch Transfer Service

注意事項 Important Notes

申請人須把填妥的申請表格交回擬閱覽參考資料的圖書館（香港中央圖書館、主要圖書館或分區圖書館）。附有*號者為必須填寫項目。

The duly completed application form should be submitted to the library (Hong Kong Central Library, a major library or a district library) where the reference materials are to be consulted. **Fields marked with an asterisk (*) are required.**

				圖書館專用 For Library Use Only	
	*資料名稱 Item Name	*館藏編目號碼 Bib. ID	索書號 Call No.	資料所屬圖書館 Home Library	處理職員（職銜） Processed by (Post)
(1)					
(2)					
(3)					
(4)					

*申請轉遞上述資料的原因

Reason for transferring the above item(s) _____

***申請人資料 Particulars of the Applicant**

姓名 Name : _____ 電話號碼 Telephone No. : _____

圖書證號碼 Library Card No. : _____ / 其他身份證明文件號碼 Other Identification Document No. : _____

日期 Date : _____

申請參考資料館際轉遞服務

參考編號 Ref. No. : _____

Request for Reference Materials Inter-branch Transfer Service

回條 Reply Slip

資料名稱 Item Name / 館藏編目號碼 Bib. ID : _____

- 凡通過館際轉遞服務轉移的參考資料，一概**不設外借**。申請獲得批准後，申請人只可在遞交申請的圖書館（香港中央圖書館、主要圖書館或分區圖書館）內閱覽有關資料。
All reference materials transferred through the Inter-branch Transfer Service are **not for lending**. Upon approval of application, the applicant can only consult the requested items in the library (Hong Kong Central Library, a major library or a district library) where the application was made.
- 根據《個人資料（私隱）條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱和更改所提供的個人資料。如欲索取有關資料的副本，須按署方的規定繳付所需費用。
You have a right to request access to and correction of the personal data provided in accordance with Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The provision of a copy of the data is subject to a charge as demanded by the Department.
- 在本表格填報的個人資料只會用作處理參考資料館際轉遞服務申請。提供個人資料屬自願性質；然而，如申請人提供的資料不足，香港公共圖書館可能無法處理有關申請。
The personal data provided in this form will be used for processing your application for the Reference Materials Inter-branch Transfer Service only. The provision of personal data is voluntary; however, if you do not provide sufficient information, the HKPL may not be able to process your application.
- 上述資料備妥後，圖書館職員會通知申請人，申請人須在收到通知翌日起計七天內前往其遞交申請的圖書館（香港中央圖書館、主要圖書館或分區圖書館）閱覽資料；如未有在指定期限閱覽資料，有關申請即告自動取消。
The applicant will be notified when the requested items are available. Within seven days following the date of receiving the notification, the applicant shall consult the requested items in the library (Hong Kong Central Library, a major library or a district library) where the application was made. Request will be automatically cancelled if the items are not consulted within the specified period.

請保留此回條作日後參考之用。如有查詢，請聯絡以下圖書館：

Please keep this slip for future reference. For enquiries, please contact the library below:

圖書館名稱 Library Name : _____

電話號碼 Telephone No. : _____

(圖書館印章 Library Stamp)

For Library Use Only Handling Library: _____ Ref. No.: _____	Date			
	(1)	(2)	(3)	(4)
Application received on				
Request sent to HKCL-RIEC on				
Home Library	HKC / CH / K / PSTSW / ST / TM / TW	HKC / CH / K / PSTSW / ST / TM / TW	HKC / CH / K / PSTSW / ST / TM / TW	HKC / CH / K / PSTSW / ST / TM / TW
Material(s) received from the home library on				
Informed the applicant on				
Pickup date				
Material(s) due on:				
1 st renewal				
2 nd renewal				
3 rd renewal				
4 th renewal				
5 th renewal				
Material(s) returned to the home library on				
Remarks:				

申請須知

- 申請表格提供的個人資料僅供處理這項申請之用。
- 館際轉遞服務只適用於香港中央圖書館和六間主要圖書館*的部分參考資料。至於申請是否獲批，以及參考資料可供館際轉遞的日期，須視乎參考資料所屬的館藏類別和使用情況等因素而定。
- 館際轉遞服務並不適用於香港中央圖書館和六間主要圖書館*所收藏的下列參考資料：

a) 視聽資料；	e) 使用量高的資料；
b) 已有借閱本的館藏；	f) 縮微資料；
c) 托存書藏及特藏；	g) 參考工具書；以及
d) 易損壞、活頁及其他不適宜轉移的資料，例如報章和期刊；	h) 珍本館藏。

- 申請人須同意並承諾遵守以下的「參考資料館際轉遞服務使用規則」：

- 處理館際轉遞服務申請，一般需時 21 天。
- 申請人最多可申請閱覽四項參考資料，為期七天。
- 香港公共圖書館有權為支援參考諮詢服務和照顧其他讀者的需求，而隨時要求縮短閱覽期或拒絕接受任何申請。
- 申請獲批准後，申請人只可在遞交申請的圖書館（香港中央圖書館、主要圖書館或分區圖書館）內閱覽有關參考資料。
- 圖書館館長或會按申請人的需要，考慮延長閱覽期，每項參考資料最多可以連續延長閱覽期五次，惟資料的總閱覽期以 42 天為限。圖書館職員會於原訂閱覽期或經延長的閱覽期（如適用）過後，盡快把參考資料歸還所屬圖書館，申請人如欲再次以館際轉遞方式索閱參考資料，必須重新申請。
- 圖書館館長有權決定是否准許任何人使用這項服務。

* 大會堂公共圖書館、九龍公共圖書館、屏山天水圍公共圖書館、沙田公共圖書館、荃灣公共圖書館及屯門公共圖書館

Notes on Application

- The personal data provided in this form will be used for processing the application only.
- Inter-branch Transfer Service only applies to some of the reference materials in the Hong Kong Central Library (HKCL) and six major libraries (MLs)*. The approval of the application and the dates available for inter-branch transfer are subject to factors such as the collection type and usage of the requested items.
- Inter-branch Transfer Service does not apply to the following reference materials of the HKCL and six MLs*:

a) audio-visual materials;	e) materials with a high usage;
b) collections with lending copies;	f) microforms;
c) depository and special collections;	g) quick reference materials; and
d) flimsy/loose-leaf materials and other formats that are not suitable for transfer, such as newspapers and periodicals;	h) rare materials.

- The applicant shall agree and comply with the "Conditions of Use for Reference Materials Inter-branch Transfer Service" below:

- It normally takes 21 days to process the request for Inter-branch Transfer Service.
- The applicant may request access to a maximum of four items of reference materials for a period of seven days.
- The HKPL reserves the right to shorten the consultation period or reject any application at any time if a reference material is required for providing reference enquiry services or is required by another reader.
- Upon approval of application, the applicant can only consult the reference materials in the library (Hong Kong Central Library, a major library or a district library) where the application was made.
- The Librarian may consider extending the consultation period to meet the applicant's needs, and the consultation period for each reference material may be extended for up to five consecutive times provided that the total consultation period does not exceed 42 days. Upon expiry of the original or extended consultation period (if applicable), the item will be returned to the home library as soon as possible. If the applicant wishes to consult the item by means of inter-branch transfer again, a fresh application is required.
- Permission to use the service is at the discretion of the Librarian.

* City Hall Public Library, Kowloon Public Library, Ping Shan Tin Shui Wai Public Library, Sha Tin Public Library, Tsuen Wan Public Library and Tuen Mun Public Library