

香港中央圖書館
玩具圖書館
團體參觀申請須知

Hong Kong Central Library
Toy Library
Notes on Application for Group Visit

宗旨

1. 推廣閱讀與遊戲對兒童健康成長的好處。
2. 讓兒童在安全環境下閱讀與遊戲。
3. 鼓勵兒童通過自發、自主和自由遊戲，發揮無窮創意，享受閱讀與遊戲帶來的樂趣。

參觀內容

1. 玩具圖書館簡介
玩具圖書館位於香港中央圖書館二樓，是全港首間公共玩具圖書館，服務對象為八歲或以下的兒童及家長。
2. 自由遊戲時間
玩具圖書館工作人員會按不同年齡兒童的發展需要和遊玩模式，提供合適的繪本與遊戲物資，鼓勵兒童自由閱讀與遊戲。
3. 意見調查
玩具圖書館會進行問卷調查，蒐集使用者／團體負責人的意見，請於參觀完畢後把填妥的問卷交回玩具圖書館工作人員。

參觀時間

玩具圖書館每周預留下列時段（公眾假期除外），供學校／團體參觀：

- | | |
|-----|-----------------------------|
| 星期二 | 上午十時至十一時
上午十一時十五分至十二時十五分 |
| 星期三 | 下午一時至二時
下午二時十五分至三時十五分 |

玩具圖書館規例

使用規則

1. 使用者可在玩具圖書館內免費遊玩和使用館內的玩具及設施。
2. 玩具圖書館專為八歲或以下兒童而設，每節遊戲時間的人數最少為 20 人，最多為 40 人，當中至少兩人必須為工作人員，若人數不足 30 人，玩具圖書館將同時開放予公眾人士使用。
3. 每節遊戲時間為 60 分鐘，而每節只限一組兒童進入館內，以便他們有足夠時間遊玩和使用設施，圖書館不會安排多組兒童在同一節輪流進入館內。
4. 為公平起見，申請團體每日只可為每名兒童預約一節時間。
5. 基於衛生理理由，所有使用者（包括成人和兒童）必須把鞋放在鞋架上，並穿着襪子方可進入玩具圖書館。玩具圖書館有權拒絕讓違規者進入館內。
6. 香港中央圖書館的停車場不設公眾泊車服務，但可供接載參觀團體的旅遊巴士上落客，參觀團體須事先通知圖書館以作安排。

Objectives

1. To promote the benefits of reading and playing for the healthy development of children.
2. To provide a safe space for children to read and play.
3. To encourage children to unleash their creativity through spontaneous, self-directed and free play, and enjoy the fun of reading and playing.

Visit Details

1. Brief Introduction to the Toy Library
Located on the 2/F of the Hong Kong Central Library, the Toy Library is the first public toy library in Hong Kong targeting children aged eight or below and their parents.
2. Free Play Time
The Toy Library staff will provide appropriate books and play materials catered for the development needs and play behaviour of children of different ages, so as to encourage reading and playing.
3. Feedback
A questionnaire survey will be conducted to collect views from users/authorised officer(s) of the visiting groups. Please return the completed questionnaires to our staff at the end of the visit.

Visiting Time

The following sessions are reserved every week (except public holidays) for school/group visits:

- | | |
|-----------|--|
| Tuesday | 10:00 am - 11:00 am
11:15 am - 12:15 pm |
| Wednesday | 1:00 pm - 2:00 pm
2:15 pm - 3:15 pm |

Toy Library Regulations

Conditions of Use

1. Users can play in the Toy Library and use the toys and facilities there free of charge.
2. The Toy Library targets children aged eight or below. The minimum number of users for each play session is 20 and the maximum is 40, including at least 2 staff members. If there are less than 30 users, the Toy Library will also be open to the public during the group visit time.
3. The duration of each play session is 60 minutes. Only one group of children is allowed for each session to ensure sufficient time for them to play and use the facilities. Use of the Toy Library by different groups of children in rotation within the same session is not allowed.
4. To ensure fairness, only one session can be reserved for the same child per day.
5. For the sake of hygiene, all users, including adults and children, should place their shoes on the rack and wear socks before entering the Toy Library; otherwise users will not be allowed to enter the Toy Library.
6. The car park of the Hong Kong Central Library is not open to the public, but the pick-up/drop-off of group visitors by coaches is allowed. Notice should be given to the library in advance for prior arrangement.

申請規則

Application Rules

- 2024年1月2日開始接受2024年2月1日至2024年6月30日參觀期內的參觀申請。申請如獲接納，圖書館會以電郵方式確認參觀日期及有關安排。團體須在參觀時出示該通知書，以供查核。如報名的團體數目超出限額，名額會以電腦抽籤方式分配，抽籤結果會透過電郵通知各團體。如截止報名後仍有餘額，玩具圖書館將繼續接受團體以先到先得方式報名。
- 另請瀏覽香港公共圖書館網頁，了解惡劣天氣下固定圖書館的開放安排。
https://www.hkpl.gov.hk/tc/library-notices/locat_hour_in_iwc_m2qm19ulgkupidin8dnspiqga.html
- 香港中央圖書館玩具圖書館的開放時間如下：
星期一、二、四、五、六、日 上午十時至晚上九時
星期三 下午一時至晚上九時
公眾假期 上午十時至晚上七時
圖書館於元旦、農曆年初一至三、耶穌受難節、聖誕節和聖誕節翌日全日休息。
- 每一學校／機構在每個參觀期可預約最多兩節。
- 申請人如為學校，申請表格須由校長簽署並蓋上學校印章。表格須夾附相關的註冊證明書，即教育局根據《教育條例》（第279章）第13條發出的**學校註冊證明書**或勞工及福利局轄下社會福利署根據《幼兒服務條例》（第243章）第7(2)條發出的**幼兒中心註冊證明書**。

申請團體如屬註冊非牟利團體或註冊慈善團體，則須夾附證明文件副本，例如**稅務局依據《稅務條例》（第112章）第88條發出的信件**，以證明其屬非牟利團體或註冊慈善團體。有關副本必須由團體負責人正式簽署，並蓋上團體印章，以示真確。
- 申請如獲接納，圖書館會以電郵方式確認參觀日期及有關安排。團體須在參觀時出示該通知書，以供查核。
- 申請人如在擬參觀日期前兩星期仍未接獲回覆，請致電2921 0378 與玩具圖書館職員聯絡。
- 已預約時段不可轉讓予其他學校／團體。
- 參觀團體如欲拍照，須在收到確認通知書後，在**參觀日期前約三至四星期**，以電郵向玩具圖書館提出書面申請。獲准拍照的團體在參觀當日只可安排負責老師或人員在玩具圖書館內拍攝數張團體照，供團體內部使用。香港中央圖書館二樓兒童圖書館及其他樓層不得拍照。
- 參觀申請獲批與否，圖書館有最終決定權。

取消參觀活動或更改參觀資料

如欲取消已預約的參觀活動或更改參觀日期、時間或人數，須於**參觀日期前最少四星期**通知玩具圖書館。

查詢

如有查詢，請致電 **2921 0378** 與當值職員聯絡。

- Applications for 1 February 2024 to 30 June 2024 start on 2 January 2024. If the application is accepted, the library will confirm the date of visit and relevant arrangements with the applicant by email. The confirmation letter should be produced for verification during the visit. If the quotas are exceeded in the enrolment, places will be allocated by computer balloting and schools/organisations will be notified of the results by email. If places are still available after the closing date of application, the Toy Library will continue to accept enrolment on a first-come-first-served basis.
- Please also refer to the webpage of the Hong Kong Public Libraries for Arrangements for Opening of Public Libraries under Inclement Weather Conditions.
https://www.hkpl.gov.hk/en/library-notices/locat_hour_in_iwc_m2qm19ulgkupidin8dnspiqga.html
- Opening Hours of Toy Library of the Hong Kong Central Library:
Monday, Tuesday, Thursday, Friday, Saturday and Sunday 10 a.m. - 9 p.m.
Wednesday 1 p.m. - 9 p.m.
Public Holidays 10 a.m. - 7 p.m.
The library is closed on New Year's Day, the first three days of Lunar New Year, Good Friday, Christmas Day, and the day following Christmas Day.
- Each school / organisation may reserve up to two sessions for each round of group visit period.
- For school applicants, the application form should be signed by the principal and bear the school chop. The application form should be submitted together with the relevant certificate of registration, i.e. **Certificate of Registration of a School** issued by the Education Bureau under Section 13 of the Education Ordinance (Cap. 279) or **Certificate of Registration of a Child Care Centre** issued by the Social Welfare Department of the Labour and Welfare Bureau under Section 7(2) of the Child Care Services Ordinance (Cap. 243).

For registered non-profit-making organisations or registered charitable organisations, the application form should be submitted together with copies of supporting documents, such as a **letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance (Cap. 112)**, to substantiate the non-profit-making or charitable nature of the organisation. The copies should be duly signed by an authorised officer of the organisation and bear the organisation chop to the effect that they are certified true copies.
- If the application is accepted, the library will confirm the date of visit and relevant arrangements with the applicant by email. The confirmation letter should be produced for verification during the visit.
- If the applicant does not receive any reply from the library two weeks before the proposed date of visit, please contact the Toy Library staff at 2921 0378.
- Reservations are not transferable.
- Applications for photo-taking should be made to the Toy Library by writing to the Toy Library through email upon receipt of the confirmation letter **three to four weeks prior to the scheduled date of visit**. Only a few group photos are allowed to be taken in the Toy Library on the day of visit for internal use of the visiting group, and such photos should be taken by the teachers or persons responsible for the visits. Photo-taking in the Children's Library on the second floor or other floors of the Hong Kong Central Library is not allowed.
- The library shall have the right of final decision on the applications.

Cancellation of Visits or Change of Visit Details

For cancellation of the scheduled visit or change of the date or time of the visit or the number of visitors, the applicant should notify the Toy Library **at least four weeks before the date of visit**.

Enquiries

For enquiries, please contact the duty staff at **2921 0378**.