



## 香港公共圖書館 - 香港中央圖書館

Hong Kong Public Libraries - Hong Kong Central Library

### 申請團體參觀 – 兒童多媒體資料室

Application for Group Visit – Children's Multimedia Room

傳真 Fax No. : 2504 1860

學校／團體名稱 Name of School / Organization :

中文 Chinese : \_\_\_\_\_

英文 English : \_\_\_\_\_

地址 Address : \_\_\_\_\_

團體性質 Nature of Organization

☐ 註冊非牟利或註冊慈善團體 Registered Non-profit-making or Registered Voluntary Organization  
(請附上有關證明文件 Please furnish copy of supporting documents)

☐ 其他(請註明) Other (please specify) \_\_\_\_\_

參觀日期 Date of Visit : \_\_\_\_\_

參觀時間 Time of Visit : \_\_\_\_\_

(請參閱申請須知 Please refer to Notes on Application)

老師 / 活動負責人 Name of Person in-charge :	電話 Telephone No. :
參觀人數 No. of Participants :	傳真 Fax No. :
隨行老師 / 工作人員數目 No. of Accompanying Personnel :	參觀者之年級 或 年齡組別 Grade or Age of Participants :

校長 / 團體負責人姓名 Name of Principal / Chairman :	學校 / 團體蓋印 School / Organization Chop :
簽署 Signature :	日期 Date :

在本表格所提供的資料只作安排參觀兒童多媒體資料室之用。閣下如要求查閱或更正有關的個人資料，請與兒童多媒體資料室聯絡。(電話號碼：2921 0324 傳真號碼：2504 1860)

The personal data submitted in this form will only be used for the purpose of arranging visit to the children's Multimedia Room. For access to or correction of personal data after submitting the form, please contact the Children's Multimedia Room by phone at 2921 0324 or by fax at 2504 1860.

## 兒童多媒體資料室團體預約申請須知

### 1. 團體申請規則

- ✧ 兒童多媒體資料室於每個團體參觀日可安排最多兩節，每節一小時的參觀服務。
- ✧ 每間學校/團體每個學年最多可預約十六節。
- ✧ 每間學校/團體每月最多可預約八節。
- ✧ 每次預約最多為兩節。
- ✧ 每節預約以二十四位學童為限。
- ✧ 參觀申請先到先得，額滿即止。

### 2. 團體可預約參觀的月份及時間

- ✧ 每年 9 月至翌年 6 月
- ✧ 星期一及星期四上午十時至下午一時及下午二時至五時（公眾假期除外）。

### 3. 團體預約安排

- ✧ 如參觀學童年齡為 3 至 6 歲，需要 3 位工作人員陪同。
- ✧ 如參觀學童年齡為 7 至 12 歲，則需要 2 位工作人員陪同。
- ✧ 圖書館設有停車場供旅遊巴士上落客用，惟須事先安排及不設停泊服務。

### 4. 惡劣天氣或「極端情況」下的安排

- ✧ 8 號或以上颱風訊號或「極端情況」：所有團體參觀活動取消。即使颱風信號或「極端情況」已於較早時間取消，當日一切參觀活動仍全部取消。
- ✧ 黑色暴雨警告信號：所有未舉行之參觀活動均會取消；正在進行的參觀活動將繼續。

## 申請方法

- 1 學校/團體申請須於擬定之參觀日期前最少三星期，致電 2921 0324 與兒童多媒體資料室職員預約。
- 2 申請表格需由校長簽署及蓋上學校印鑑。註冊非牟利團體及註冊慈善團體於遞交申請表格時，請附上有關之證明文件副本，以證明其非牟利或慈善性質。證明文件副本必須由機構負責人正式簽署，連同團體蓋印，以示真確。
- 3 填妥的申請表格連同有關證明文件副本（註冊非牟利團體及註冊慈善團體適用），傳真（號碼：2504 1860）或郵寄至香港銅鑼灣高士威道 66 號香港中央圖書館兒童多媒體資料室，信封面請註明「團體預約申請」。
- 4 如申請獲接納，本館會發出信件確認。參觀團體於到訪時，請出示該信件。
- 5 若參觀團體欲更改到訪日期、時間或人數，請盡早通知本館作出安排。
- 6 如參觀前兩星期仍未獲本館回覆，請致電 2921 0324 與當值職員聯絡。
- 7 關於參觀兒童多媒體資料室的申請，本館擁有最後決定權。

## Notes on Group Visit Application – Children’s Multimedia Room

### 1. Conditions of Application

- ✧ The Children’s Multimedia Room would accept a maximum of 2 sessions for group visit on each group visit day.
- ✧ Each session lasts for 1 hour.
- ✧ Each applicant can reserve 8 sessions of each month and at most 16 sessions of each school year.
- ✧ Each organization can reserve at most 2 sessions per visit.
- ✧ Each session is limited to 24 children.
- ✧ Application is on first-come-first-served basis.

### 2. Group Visit Available Period

- ✧ September to June of the following year
- ✧ Every Monday and Thursday from 10:00 am – 1:00 pm and 2:00 pm – 5:00 pm (Except public holidays).

### 3. Group Visit Arrangement

- ✧ If the age of the children is from 3 to 6, 3 accompanying personnel are recommended.
- ✧ If the age of the children is from 7 to 12, 2 accompanying personnel are recommended.
- ✧ Free parking is available at the Hong Kong Central Library solely for coaches setting down and picking up group visitors. Prior arrangement with the library is required for such service.

### 4. Special Arrangements during Inclement Weather

- ✧ Tropical Cyclone Warning Signal No. 8 or above or “Extreme Conditions”: All visits scheduled for that day will be cancelled, including those due to take place after the signal has been lowered.
- ✧ Black Rainstorm Warning Signal: Visits not started yet will be cancelled. Visits already in progress will continue.

## Application Procedure

1. Booking should be made through telephone at 2921 0324 at least 3 weeks in advance before the intended date of visit.
2. Application form should be duly endorsed by the principal and with the official school chop. For registered non-profit-making or voluntary organizations, applicant should produce copy of the supporting documents to identify the non-profit-making or voluntary nature of organizations. The documents should be certified true by an authorized officer together with the organization chop.
3. Applicant should forward the completed application form and the supporting documents (applicable to registered non-profit-making or voluntary organizations) by fax (no. 2504 1860) or by mail to the Children’s Multimedia Room and mark ‘Application for Group Visit’ on the envelope. The postal address is Children’s Multimedia Room, Hong Kong Central Library, 66 Causeway Road, Causeway Bay.
4. Successful application will be confirmed by letter. Visiting organization should present the confirmation letter during the visit.
5. Applicant should inform the Library of any change of the number of visitors, the date or the time of visit as soon as possible for necessary arrangement.
6. If no written reply is received 2 weeks before the date of visit, please contact the duty officer of the Children’s Multimedia Room at 2921 0324.
7. Approval for the application is subject to the Library’s discretion.