

荔景天主教中學
通告 第二十二號 (2023－2024)
有關「參與香港公共圖書館『一生一卡』計劃」事

敬啟者：

為使學生更能善用公共資源，強化閱讀興趣和能力，本校特參與香港公共圖書館「一生一卡」計劃，為**中一未擁有**香港公共圖書館圖書證／**未將**智能身份證用作圖書館適用身份證的學生申請圖書證。

倘若 貴子弟**未擁有**香港公共圖書館圖書證／**未將**智能身份證用作圖書館適用身份證，敬請家長於 2023 年 9 月 25 日（星期一）前填妥附件之圖書證申請表，連同所需文件（詳見申請表內的申請須知）交回學校。

香港公共圖書館圖書證將用於本學年舉行之閱讀活動，包括早讀課。如對以上計劃有任何查詢，請致電 27441610 與圖書館主任高靜文老師聯絡。敬請填妥以下回條，並着 貴子弟於九月二十五日（星期一）或之前交回班主任，以便彙辦。肅此。

此致
貴家長

荔景天主教中學校長
劉廣業 謹啟

二零二三年九月十五日

【回條】

23022

有關「參與香港公共圖書館『一生一卡』計劃」事

敬覆者：

有關「參與香港公共圖書館『一生一卡』計劃」事已知悉，敝子弟：

☐ **已擁有**香港公共圖書館圖書證／**已將**智能身份證用作圖書館適用身份證，毋須參與本計劃。

☐ **未擁有**香港公共圖書館圖書證／**未將**智能身份證用作圖書館適用身份證，故現附上已填妥之申請表及所需文件，並由交學校進行申請香港公共圖書館圖書證之手續。

此覆
荔景天主教中學校長

學生姓名：_____

班別/班號：_____ ()

家長姓名：_____

家長簽署：_____

二零二三年 月 日

*請在適當的空格內加上✓號

*請刪去不適用者



圖書證申請表
LIBRARY CARD APPLICATION FORM

請用黑色墨水筆或原子筆，以正楷填寫下列各項。申請人遞交表格時必須出示有效的身份證明及最近 3 個月發出的住址證明文件。如你未能提供所需個人資料，我們將無法處理你的申請。
Please complete the following items in BLOCK LETTERS and in BLACK INK. The applicant is required to produce valid proof of identity and residential address issued within the last 3 months upon submission of the application form. If you fail to provide the required personal data, we will be unable to process your application.
* 請刪去不適用者 * Delete whichever is inapplicable

申請人
Applicant

中文姓名 Name in Chinese		英文姓名 Name in English	
1 <input type="checkbox"/> 先生 Mr	<div></div>	姓氏 Surname	<div></div>
2 <input type="checkbox"/> 太太 Mrs		名字 Other Names	<div></div>
3 <input type="checkbox"/> 小姐 Miss			
4 <input type="checkbox"/> 女士 Ms			
出生日期 Date of Birth			
日 day 月 month 年 year			

*香港身份證／出生證明書／旅遊證件號碼 * HKID Card/Birth Certificate/Travel Document No.	簽發地點 Place of Issue	<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 其他 (請註明) Others (Please specify)
<div></div>	<div></div>	<div></div>

遞交表格時請出示最近 3 個月發出的住址證明文件(例如水／電／煤氣／電話費單等)，以供核實。
Upon submission of the application form, please produce proof of residential address issued within the last 3 months (e.g. water/electricity/gas/ telephone bill, etc.) for verification.

圖書館專用欄
For Library Use Only

香港住址 Residential Address in Hong Kong (申請人必須填寫最新住址: Applicant <u>must</u> fill in his/her updated residential address.) <div></div> <div></div>	Pcode : <div></div>
通訊地址 Correspondence Address (可選擇是否填寫 Optional) <div></div>	District: 1 <input type="checkbox"/> Central & Western 11 <input type="checkbox"/> Sham Shui Po 2 <input type="checkbox"/> Eastern 12 <input type="checkbox"/> Southern 3 <input type="checkbox"/> Islands 13 <input type="checkbox"/> Tai Po 4 <input type="checkbox"/> Kowloon City 14 <input type="checkbox"/> Tsuen Wan 5 <input type="checkbox"/> Kwai Tsing 15 <input type="checkbox"/> Tuen Mun 6 <input type="checkbox"/> Kwun Tong 16 <input type="checkbox"/> Wan Chai 7 <input type="checkbox"/> Reserved 17 <input type="checkbox"/> Wong Tai Sin 8 <input type="checkbox"/> North 18 <input type="checkbox"/> Yau Tsim Mong 9 <input type="checkbox"/> Sai Kung 19 <input type="checkbox"/> Yuen Long 10 <input type="checkbox"/> Sha Tin 20 <input type="checkbox"/> Others
電話號碼 Telephone No. <div></div>	
住所 Residence <div></div> 其他 Others (可選擇是否填寫 Optional) <div></div>	
職業 Occupation 1 <input type="checkbox"/> 學生 Student 2 <input type="checkbox"/> 在職 Employed 3 <input type="checkbox"/> 主婦 Housewife 4 <input type="checkbox"/> 退休 Retired 5 <input type="checkbox"/> 其他 Others	

本人已細閱《圖書館規例》，並同意遵守。
I have read the Libraries Regulation and agree to abide by it.

日期 Date 申請人簽署 Signature of Applicant

擔保書 GUARANTEE

如申請人未滿 18 歲，其家長(父親或母親)或監護人必須填寫此擔保書。如家長(父親或母親)或監護人因任何理由而未能作為擔保人，則須提供一名成年的香港居民作為擔保人。如申請人為非香港特別行政區居民，例如訪港人士，則須由一名成年的香港居民填寫(詳情請參閱背頁《圖書證申請須知》有關非香港特別行政區居民的部分)。擔保人須承擔申請人根據《圖書館規例》第 21、27 或 28 條招致的法律責任。
If the Applicant is under the age of 18, this Guarantee should be completed by his/her parent (father or mother) or guardian. If his/her parent or guardian is unable to become the guarantor for whatever reasons, the Applicant should produce an adult resident of Hong Kong to be his/her guarantor. If the Applicant is a non-resident of the Hong Kong Special Administrative Region e.g. an overseas visitor, this Guarantee should be completed by an adult resident of Hong Kong (For details, please refer to the item on Non-residents of the Hong Kong Special Administrative Region in the "Notes on Application for Library Card" overleaf). The guarantor shall be liable for all liabilities incurred by the Applicant under Section 21, 27 or 28 of the Libraries Regulation.

擔保人 Guarantor

中文姓名 Name in Chinese		英文姓名 Name in English	
1 <input type="checkbox"/> 先生 Mr	<div></div>	姓氏 Surname	<div></div>
2 <input type="checkbox"/> 太太 Mrs		名字 Other Names	<div></div>
3 <input type="checkbox"/> 小姐 Miss			
4 <input type="checkbox"/> 女士 Ms			

香港身份證號碼
HKID Card No. ()

香港住址 Residential Address in Hong Kong (如與申請人不同，請填寫此項 If different from the Applicant's)

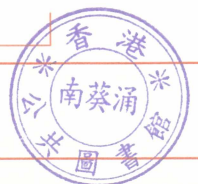
通訊地址 Correspondence Address (可選擇是否填寫 Optional)

電話號碼 Telephone No.

住所 Residence 其他 Others (可選擇是否填寫 Optional)

本人已細閱《圖書館規例》，並同意遵守。
I have read the Libraries Regulation and agree to abide by it.

日期 Date 擔保人簽署 Signature of Guarantor



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、郵寄圖書館通知書和提供圖書館服務之用。
- (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, posting library notices and providing library services 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.

圖書證申請須知

香港特別行政區居民

年滿 18 歲人士

1. 填妥申請表格並親自把表格交回任何一間公共圖書館。
2. 遞交表格時必須出示香港身份證正本和最近 3 個月發出的住址證明文件(例如水／電／煤氣／電話費單等)，以供核實。

未滿 18 歲人士

1. 填妥申請表格並把表格交回任何一間公共圖書館。
2. 由家長(父親或母親)或監護人填寫及簽署申請表格的「擔保書」部分。如家長(父親或母親)或監護人因任何理由而未能作為擔保人，則須提供一名成年的香港居民作為擔保人。
3. 遞交表格時必須出示申請人的身份證明文件、擔保人的香港身份證正本或複本和最近 3 個月發出的住址證明文件，以供核實。未領有身份證的申請人可出示出生證明書複本。

非香港特別行政區居民

1. 填妥申請表格並親自把表格交回任何一間公共圖書館。
2. 提供一名成年的香港居民作為擔保人，由該擔保人填寫及簽署申請表格的「擔保書」部分。如沒有擔保人，18 歲或以上的非香港特別行政區居民仍可外借最多 8 項圖書館資料，但須按每項外借資料繳付保證金。
3. 遞交表格時必須出示申請人的有效旅遊證件、擔保人的香港身份證正本或複本和最近 3 個月發出的住址證明文件，以供核實。

外借數目限制

申請人在辦妥申請手續後會獲發圖書證乙張，憑該圖書證可外借最多 8 項圖書館資料，為期 14 天。

遺失圖書證

如遺失圖書證，必須親往任何一間公共圖書館辦理報失手續，但在辦理報失手續前可先致電通知香港公共圖書館，以防失證被盜用。

更改個人資料

個人資料如有更改，請通知香港公共圖書館。詳情請向圖書館職員查詢或登入下列網址：

http://www.hkpl.gov.hk/c_update/

Notes on Application for Library Card

Residents of the Hong Kong Special Administrative Region Persons aged 18 or above

1. Complete an application form and submit it in person to any public library.
2. Present the application form together with an original copy of your Hong Kong Identity Card and proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification.

Persons under the age of 18

1. Complete an application form and submit it to any public library.
2. The "Guarantee" part of the form is to be completed and signed by your parent (father or mother) or guardian. If your parent (father or mother) or guardian is unable to become the guarantor for whatever reasons, you should produce an adult resident of Hong Kong to be your guarantor.
3. Present the application form together with your proof of identity, an original copy or a photocopy of your guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification. Applicants who do not have an identity card may produce photocopies of their birth certificates.

Non-residents of the Hong Kong Special Administrative Region

1. Complete an application form and submit it in person to any public library.
2. Produce an adult resident of Hong Kong to be the guarantor. The "Guarantee" part of the form is to be completed and signed by the guarantor. In case of the absence of a guarantor, non-residents of the Hong Kong Special Administrative Region aged 18 or above may still borrow a maximum of 8 items of library materials by paying a deposit for each item borrowed.
3. Present the application form together with your valid travel document, an original copy or a photocopy of the guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification.

Borrowing Limit

After completion of the application, the applicant will be issued a library card which may be used to borrow a maximum of 8 items of library materials for a period of 14 days.

Loss of Library Card

Report of loss of library card must be made in person at any public library. The library card holder may, however, first report the loss by telephone to the Hong Kong Public Libraries in order to prevent the unauthorised use of the lost card.

Change of Personal Particulars

Any change of personal particulars should be notified to the Hong Kong Public Libraries. For details, please contact our library staff or visit the following website:

http://www.hkpl.gov.hk/e_update/