

「一生一卡」-有關申領香港公共圖書館圖書證事宜

敬啟者：

為了善用香港公共圖書館的資源，本校鼓勵學生參與由教育局與康樂及文化事務署合辦的「一生一卡」計劃，讓學生多到香港公共圖書館借閱圖書。

倘若 貴子弟未擁有香港公共圖書館圖書證／未將智能身份證申請香港公共圖書館圖書證。家長可選擇透過以下方法辦理：

(一) 直接申請

家長可陪同學生帶備住址和身份證明文件，前往任何一間香港公共圖書館申請，並可以**即時**領取圖書證或智能身份證適用的圖書證號碼。

(二) 網上申請

有關網上申請的詳情，可參閱香港公共圖書館網頁

<https://www.hkpl.gov.hk/tc/about-us/services/borrower-reg/notes.html>



(三) 集體申請

透過學校集體申請香港公共圖書館圖書證，需時約一個月處理申請表。學生可到本校圖書館索取申請表格/自行列印附件(表格編號 LCS4 / LCS 694)，連同所需文件（詳見申請表內的申請須知），於 2024 年 11 月 13 日（星期三）前交回圖書館門外收集箱。

如有疑問，可到公共圖書館查詢或與本校圖書館主任岑老師聯絡。

此致

貴家長台照

校長：蔡惠儀謹啟

2024 年 10 月 10 日

負責老師：岑詠卿



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	姓氏 Surname
2 <input type="checkbox"/> 太太 Mrs	名字 Names
3 <input type="checkbox"/> 小姐 Miss	Other Names
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)
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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 must fill in his/her updated residential address.)	District:	Pcode : _____
	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
通訊地址 Correspondence Address (可選擇是否填寫 Optional)		
住所電話號碼 Residential Telephone No.	手提電話號碼 Mobile Phone No.	
電郵地址 Email Address		

☐ 本人選擇以電郵收取通知書，並已閱讀和同意遵守「電郵通知書服務使用條款」。  
I prefer to receive notifications by email. I have read and agree to abide by the "Conditions of Use for Email Notification Service".

職業 Occupation 1 ☐ 學生 Student 2 ☐ 在職 Employed 3 ☐ 主婦 Housewife 4 ☐ 退休 Retired 5 ☐ 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	姓氏 Surname
2 <input type="checkbox"/> 太太 Mrs	名字 Names
3 <input type="checkbox"/> 小姐 Miss	Other Names
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)

住所電話號碼 Residential Telephone No. 手提電話號碼 Mobile Phone No.

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

## Personal Information Collection Statement

- (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。

- (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

## Notes on Application for Library Card

### 香港特別行政區居民

#### 年滿 18 歲人士

- 填妥申請表格並親自把表格交回任何一間公共圖書館。
- 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

- 填妥申請表格並把表格交回任何一間公共圖書館。
- 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。
- 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

- 填妥申請表格並親自把表格交回任何一間公共圖書館。
- 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 10 項圖書館資料，但須按每項外借資料繳付保證金。
- 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 10 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：

[www.hkpl.gov.hk/update](http://www.hkpl.gov.hk/update)

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

- Complete an application form and submit it in person to any public library.
- 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

- Complete an application form and submit it to any public library.
- 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.
- 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

- Complete an application form and submit it in person to any public library.
- 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 10 items of library materials by paying a deposit for each item borrowed.
- 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 10 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:

[www.hkpl.gov.hk/update](http://www.hkpl.gov.hk/update)



康樂及文化事務署  
Leisure and Cultural Services Department  
香港公共圖書館  
HONG KONG PUBLIC LIBRARIES

智能身份證專用表格  
For Smart Identity Card Only

圖書館專用欄  
For Library Use Only

22222/

申請將智能身份證用作圖書館適用身份證  
Application for Using Smart Identity Card as Identity Card Allowed for Library Purposes

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其智能身份證。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 in BLOCK LETTERS and in BLACK INK. The applicant is required to produce Smart Identity Card 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

甲部 Part A

申請人  
Applicant

1 ☐ 先生 Mr

中文姓名  
Name in Chinese

英文姓名  
Name in English

2 ☐ 太太 Mrs

姓氏  
Surname

名字  
Other Names

3 ☐ 小姐 Miss

4 ☐ 女士 Ms

出生日期  
Date of Birth

日 Day 月 Month 年 Year

香港身份證號碼  
HKID Card No.

( )

乙部 (只供非香港公共圖書館圖書證\*持有人填寫)

Part B (To be completed ONLY by non-holders of Library Cards\* issued by the Hong Kong Public Libraries)

# 包括前市政局公共圖書館和前區域市政局公共圖書館簽發的圖書證。

# Including Library Cards issued by ex-Urban Council Public Libraries and ex-Regional Council Public Libraries.

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 must fill in his/her updated residential address.)

District :

Pcode : \_\_\_\_\_

1 ☐ Central & Western

11 ☐ Sham Shui Po

2 ☐ Eastern

12 ☐ Southern

3 ☐ Islands

13 ☐ Tai Po

4 ☐ Kowloon City

14 ☐ Tsuen Wan

5 ☐ Kwai Tsing

15 ☐ Tuen Mun

6 ☐ Kwun Tong

16 ☐ Wan Chai

7 ☐ Reserved

17 ☐ Wong Tai Sin

8 ☐ North

18 ☐ Yau Tsim Mong

9 ☐ Sai Kung

19 ☐ Yuen Long

10 ☐ Sha Tin

20 ☐ Others

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

住所電話號碼

Residential Telephone No. \_\_\_\_\_

手提電話號碼

Mobile Phone No. \_\_\_\_\_

電郵地址 Email Address

\_\_\_\_\_

☐ 本人選擇以電郵收取通知書，並已閱讀和同意遵守「電郵通知書服務使用條款」。

I prefer to receive notifications by email. I have read and agree to abide by the "Conditions of Use for Email Notification Service".

職業 Occupation : 1 ☐ 學生 Student 2 ☐ 在職 Employed 3 ☐ 主婦 Housewife 4 ☐ 退休 Retired 5 ☐ 其他 Others

丙部 Part C

本人現向香港公共圖書館申請將智能身份證用作圖書館適用身份證。

I hereby apply to the Hong Kong Public Libraries for using Smart Identity Card as identity card allowed for library purposes.

本人現授權圖書館館長讀取儲存於本人的智能身份證內的個人資料 (中文姓名、英文姓名、出生日期、香港身份證號碼和簽發日期)，以供本人登記圖書證和使用圖書館服務。本人已細閱《圖書館規例》，並同意遵守。

I hereby authorize the Librarian to read my personal data (Chinese name, English name, date of birth, HKID Card no., and date of issue) stored in my Smart Identity Card for library card registration and the use of library services. I have read the Libraries Regulation and agree to abide by it.

日期

Date \_\_\_\_\_

申請人簽署

Signature of Applicant \_\_\_\_\_

注意 Attention

如申請人未滿 18 歲，其家長 (父親或母親) 或監護人須填寫背頁的丁部 (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。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, Part D (Guarantee) overleaf 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. The guarantor shall be liable for all liabilities incurred by the Applicant under Section 21, 27 or 28 of the Libraries Regulation.

丁部 (擔保書)  
Part D (Guarantee)

遞交表格時請出示擔保人的身份證正本或複本和最近 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。  
Upon submission of the application form, please produce the original copy or photocopy of the Guarantor's identity card and proof of home address issued within the last 3 months (e.g. water/electricity/ gas/ telephone bill, etc.) for verification.

擔保人  
Guarantor

1 ☐ 先生 Mr

中文姓名  
Name in Chinese

英文姓名  
Name in English

2 ☐ 太太 Mrs

姓氏  
Surname

\_\_\_\_\_

3 ☐ 小姐 Miss

名字  
Other Names

\_\_\_\_\_

4 ☐ 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，請填寫此欄 If different from the Applicant's)

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

住所電話號碼

Residential Telephone No. \_\_\_\_\_

手提電話號碼

Mobile Phone No. \_\_\_\_\_

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

擔保人簽署

Date \_\_\_\_\_

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.

將智能身份證用作圖書館適用身份證  
申請須知

年滿 18 歲人士

- 填妥申請表格並親自把表格交回任何一間公共圖書館。
- 遞交表格時必須出示智能身份證和最近 3 個月發出的住址證明文件（如水／電／煤氣／電話費單等），以供核實。如你已持有香港公共圖書館、前市政局公共圖書館或前區域市政局公共圖書館簽發的圖書證，則無需出示住址證明文件。

未滿 18 歲人士

- 填妥申請表格並把表格交回任何一間公共圖書館。
- 由家長(父親或母親)或監護人填寫及簽署申請表格丁部的「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。
- 遞交表格時必須出示申請人的智能身份證、擔保人的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可憑證外借最多 10 項圖書館資料，為期 14 天。

遺失圖書館適用身份證

如遺失圖書館適用身份證，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：

[www.hkpl.gov.hk/update](http://www.hkpl.gov.hk/update)

Notes on Application for Using Smart Identity Card as  
Identity Card Allowed for Library Purposes

Persons aged 18 or above

- Complete an application form and submit it in person to any public library.
- Present the application form together with your Smart Identity Card and proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification. If you hold a library card issued by the Hong Kong Public Libraries, ex-Urban Council Public Libraries, or ex-Regional Council Public Libraries, you are not required to produce proof of residential address.

Persons under the age of 18

- Complete an application form and submit it to any public library.
- 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.
- Present the application form together with your Smart Identity Card, the original copy or photocopy of your Guarantor's identity card, and proof of residential address issued within the last 3 months for verification.

Borrowing limit

After completion of the application procedure, applicant can use the Smart Identity Card to borrow up to a maximum of 10 items of library materials for a period of 14 days.

Loss of identity card allowed for library purposes

Report of loss of identity card allowed for library purposes must be made in person at any public library. Identity card holder may, however, first report the loss by telephone to the Hong Kong Public Libraries in order to prevent 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: [www.hkpl.gov.hk/update](http://www.hkpl.gov.hk/update)