



圖書館專用 For Library Use Only	
23838/	
23288/	
Library Card No.: 28888/	
22222/	
23333/	

報失/補領圖書證或更改個人資料表格  
Reporting Loss/Replacement of Library Card or Change of Personal Particulars Form

- |   |   |
|---|---|
| <input type="checkbox"/> 報失圖書證 Reporting Loss of Library Card             | <input type="checkbox"/> 更改姓名 Change of Name  |
| <input type="checkbox"/> 補領圖書證 Replacement of Library Card                | <input type="checkbox"/> 更改地址/電話 Change of Address/Telephone Number                   |
| <input type="checkbox"/> 取消報失圖書證 Cancellation of Library Card Loss Report | <input type="checkbox"/> 更改電郵地址/通知書形式 Change of Email Address/Notification Preference |
| <input type="checkbox"/> 註銷圖書證 Cancellation of Library Card               | <input type="checkbox"/> 重置網上/個人密碼 Reset the Default Password/PIN                     |
| <input type="checkbox"/> 註銷圖書館帳戶 Cancellation of Library Account          | <input type="checkbox"/> 其他 (請註明) Others (Please specify) _____                       |

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 in BLOCK LETTERS and in BLACK INK. The applicant is required to produce valid proof of identity 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

1  先生 Mr 中文姓名 英文姓名  
Name in Chinese 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/出生證明書/旅遊證件號碼  
\*HKID Card/Birth Certificate/Travel Document No. \_\_\_\_\_

出生日期 Date of Birth \_\_\_\_\_  
 日 day 月 month 年 year

簽發地點 Place of Issue  香港 Hong Kong  其他 (請註明) \_\_\_\_\_  
 Others (Please specify)

香港住址 Residential Address in Hong Kong  
 \_\_\_\_\_  
 \_\_\_\_\_

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  
 \_\_\_\_\_

圖書館專用 For Library Use Only	
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

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  
 (可選擇是否填寫 Optional)

日期 Date \_\_\_\_\_ 持證人簽署 Signature of Card Holder \_\_\_\_\_

圖書館專用 For Library Use Only

Lost Library Card No.: 23838	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											Recovered Library Card No.: 23838	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
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Patron's ID for the Cancelled Library Account: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_ Handling Library : \_\_\_\_\_  
 Date : \_\_\_\_\_ Processed by : \_\_\_\_\_

### 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.