參考編號 Ref. No.:_____
(管理及推廣組專用 For MPU Use)

只供圖書館職員填寫 Use by Library Staff Only:

接收申請表圖書館 Receiving Library	
幼稚園／幼兒中心圖書證號碼 Library Card Number of the Kindergarten/ Child Care Centre	
申請轉交管理及推廣組處理日期 Date of Referral to MPU	

香港公共圖書館
幼稚園主題書籍外借服務申請表
HONG KONG PUBLIC LIBRARIES
APPLICATION FORM FOR THEMATIC BLOCK LOAN TO KINDERGARTENS

申請人姓名
Name of Applicant _____

幼稚園／幼兒中心名稱
Name of Kindergarten/Child Care Centre _____

地址
Address _____

電話
Telephone Number _____

傳真號碼
Fax Number _____

電郵
Email _____

聯絡人姓名
Name of Contact Person _____

*擬借主題書籍 Thematic Block Loan to Borrow	所需圖書數量 Number of Books Required
☐ 感官探索 Sense & Sensation	
☐ 概念認知 Concepts	
☐ 探索自然 Nature	
☐ 藝術與創意 Art & Creativity	
☐ 情感及生活技巧 Emotion & Social Skills	
☐ 圖畫故事 Early Readers	
☐ 認識家國 Home & Country	
總計 Total Number of Books Required:	
☐ *擬一併借用附件 To Borrow Accompanying Materials	

[*請在適當方格內填上「✓」號 Please tick the appropriate box(es)]

擬借閱日期 Loan Period Applied (請於擬借閱期前兩個月遞交申請表 Please submit the application form two months before the proposed loan period months)	由 From	至 To
本人同意遵守背頁所載的使用規則。 I agree to comply with the Conditions of Use stated overleaf.		

日期 Date	申請人簽署 Signature of Applicant	幼稚園／幼兒中心印鑑 Seal of the Kindergarten/ Child Care Centre	申請人職銜 Title of Applicant

幼稚園主題書籍外借服務使用守則
Condition of Use of Thematic Block Loan to Kindergartens

1. 幼稚園主題書籍外借服務只提供予幼稚園和幼兒中心。
   Thematic Block Loan to Kindergartens is available to kindergartens and child care centres only.

2. 申請人須為幼稚園校長或幼兒中心負責人。
   Applicants must be the principal of kindergartens or the person-in-charge of child care centres.

3. 首次申請服務者須一併遞交填妥的「圖書證申請表」。
   For first time applicants, please submit a duly completed Library Card Application Form.

4. 外借書籍時，每次最多可選七個主題中的其中四個，借閱期為兩個月。如在到期日或之前沒有其他幼稚園／幼兒中心預約，可續借該等書籍。
   When borrowing books, applicants may choose four out of the seven themes available for a loan period of two months. The books may be renewed if they are not reserved by other kindergartens/child care centres by the due date.

5. 所借的圖書館資料須免費提供予學生借閱，並確保他們能輕易獲取該等資料。
   The borrowed library materials must be readily available to students free of charge.

6. 幼稚園／幼兒中心須把所借的圖書館資料歸還予管理及推廣組。
   The borrowed library materials must be returned to the Management and Promotion Unit.

7. 申請人須負責妥善保管所借的圖書館資料、按圖書館規例就受損／遺失的圖書館資料作出賠償，以及領取和歸還所借的圖書館資料。
   The applicant is responsible for taking good care of the borrowed library materials, paying the replacement cost for any lost/damaged library materials in accordance with the Libraries Regulation, and collecting and returning the borrowed library materials.

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 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.