

“Library Cards for All School Children” Scheme

Bulk Application for Library Cards of the Hong Kong Public Libraries or Using Smart Identity Cards as Identity Cards Allowed for Library Purposes

Aims/Purpose

This is to inform kindergartens and primary schools of the “Library Cards for All School Children” scheme and the arrangement of bulk application for library cards of the Hong Kong Public Libraries or using Smart Identity Cards as identity cards allowed for library purposes for **Kindergarten and Primary 1 to 6 students**.

Details

2. In this digital era and knowledge-based society, we need to help our students equip themselves with the necessary skills to cope with the demands. Students are not only expected to have considerable experiences in and a passion for reading, but also to master “Reading to Learn” skills, that help enhance their learning capacity leading to life-long learning and whole-person development. Hence, students should fully utilise services and facilities provided by the school libraries as well as the Hong Kong Public Libraries.

3. The Education Bureau and the Leisure and Cultural Services Department jointly organised the “Library Cards for All School Children” scheme to encourage students to make full use of services provided by the Hong Kong Public Libraries. Schools should encourage their students to apply for Hong Kong Public Libraries library cards or using Smart Identity Cards as identity cards allowed for library purposes.

4. Methods of application for Hong Kong Public Libraries library cards or using Smart Identity Cards as identity cards allowed for library purposes are as follows:

(a) Direct Application

Students may visit any public libraries with their parents to apply for and receive library cards / library card numbers for Smart Identity Cards **directly**. Applicants and their parents should present supporting documents showing their residential addresses and personal identifications.

(b) Online Application

Through the new Hong Kong Public Libraries Online Registration of Borrowers platform, students can make online application for

(i) E-Accounts, or

(ii) using Smart Identity Cards as identity cards allowed for library purposes and / or library cards.

Upon submission of valid application, students using Hong Kong Smart Identity Card for application can login immediately through the website of Hong Kong Public Libraries, and borrow e-books or enjoy access to diversified e-resources. For details about online application, please refer to the website of the Hong Kong Public Libraries (<https://www.hkpl.gov.hk/en/about-us/services/borrower-reg/notes.html>).



(c) Bulk Application through Schools

Students may also apply through bulk application at schools. Under normal circumstances, library cards / library card numbers for Smart Identity Cards will be issued in about **a month**. Please refer to **Appendix 4a** for details.

Contact Person

5. For enquiries on the “Library Cards for All School Children” scheme, kindergartens may contact Ms MOU Ching-man of Kindergarten and Primary Section, Curriculum Development Institute at 2892 6111, and primary schools may contact Ms CHEUNG Lai-sim of the Curriculum Resources Section, Curriculum Development Institute at 3698 4423. For enquiries on the bulk application for library cards or using Smart Identity Cards as identity cards allowed for library purposes, please contact any branch of the Hong Kong Public Libraries in your district. Contacts are listed on **Appendix 4b**.

“Library Cards for All School Children” Scheme

(Jointly organised by the Education Bureau and the Leisure and Cultural Services Department)

Objective

The Hong Kong Public Libraries of the Leisure and Cultural Services Department provides public library services to meet the community's need for knowledge, information and research, to support life-long learning, continuous education and profitable use of leisure time, and to promote local literary arts. The “Library Cards for All School Children” scheme is jointly organised by the Leisure and Cultural Services Department Hong Kong Public Libraries and the Education Bureau. It aims to encourage school students to use public library resources to facilitate life-long learning.

Application Procedures for Bulk Application for Library Cards of the Hong Kong Public Libraries or Using Smart Identity Cards as Identity Cards Allowed for Library Purposes

1. Collection of Application Forms

Teachers-in-charge may contact the Librarians / Assistant Librarians of the branch libraries in their districts for collection of application forms (please refer to **Appendix 4b** for contacts of the branch libraries). Students may apply for “library cards” or “using Smart Identity Cards as identity cards allowed for library purposes”. Those applying for the latter must possess valid Smart Identity Cards. For application of “library cards”, please refer to the application form at **Appendix 4c(i)**. For application of “using Smart Identity Cards as identity cards allowed for library purposes”, please refer to the application form at **Appendix 4c(ii)**. Schools may also download the application forms from the web site of Hong Kong Public Libraries (<https://www.hkpl.gov.hk/en/about-us/forms.html>). Students may use Form No. **LCS 4** to apply for “library cards” or Form No. **LCS 694** to apply for “using Smart Identity Cards as identity cards allowed for library purposes”.



Library Card
Application Form (LCS4)



Application for Using Smart
Identity Card as Identity Card
Allowed for Library Purposes
(LCS694)

2. Return of Duly Completed Application Forms

Procedures for collecting application forms:

- i. check the application forms for the following:
 - a. If the students have provided all necessary information on the application forms;
 - b. If the students have signed the application forms; and
 - c. If the part ‘Guarantee’ is duly completed and have included signatures of their parents/guardians.
- ii. stamp all verified application forms with school chop.
- iii. return the completed application forms, reply slip(s) and name list(s) of students (to be grouped separately under “library cards” and “using Smart Identity Cards as identity cards allowed for library purposes”) to the Librarians / Assistant Librarians of the branch libraries in their districts.

Please refer to the attached samples and guidelines on filling in the application forms (**Appendix 4c(i)** and **Appendix 4c(ii)**) for reference.

3. Collection of Library Cards / Library Card Numbers for Smart Identity Cards, and leaflets of notes on library services and regulations

Library cards / library card numbers for Smart Identity Cards[#] will generally be issued in about a month after the application. Teachers-in-charge will be informed of the arrangement for the collection of library cards / library card numbers for Smart Identity Cards, leaflets introducing library services and summary of Libraries Regulation for onward transmission to students concerned.

4. Deadline

The deadline of bulk application is **30 June 2025 (Monday)**.

Enquiries

Please feel free to contact the Librarians / Assistant Librarians of any of the Hong Kong Public Libraries if you have any enquiries.

[#] Successful applicants will be issued with a “library card number” to access telephone renewal and online services (including borrower record enquiry, renewal and reservation of library materials) of the Hong Kong Public Libraries. When borrowing or renewing library materials at library counters or self-charging terminals, Smart Identity Cards should be used to complete the procedure.

To be filled in by School

Reply Slip
Bulk Application for Library Cards of Hong Kong Public Libraries

(This Reply Slip should be returned together with the duly completed Library Card Application Forms and the Name List of the relevant students to the Librarian / Assistant Librarian of the Hong Kong Public Libraries in your district)

Name of School : _____

Address : _____

Name of Teacher-in-charge : _____

Contact Telephone No. : _____

Fax No. : _____

Email Address : _____

Number of Applications : _____

Official Chop of School : _____ Date : _____

To be filled in by Library

To: _____ (*Name of School*)

I acknowledge receipt of _____ nos. of duly completed Library Card Application Forms and the Name List of the applicants. We will contact you when the applications are fully processed.

Official Chop of Library: _____

Signature of library staff: _____

Date: _____

(Name of School)

Name List of Students for Bulk Application for Library Cards

(Only those students applying for the library cards of Hong Kong Public Libraries are to be included)

Student's Name	Library Card Number	Student's Name	Library Card Number
1.	23838	41.	23838
2.	23838	42.	23838
3.	23838	43.	23838
4.	23838	44.	23838
5.	23838	45.	23838
6.	23838	46.	23838
7.	23838	47.	23838
8.	23838	48.	23838
9.	23838	49.	23838
10.	23838	50.	23838
11.	23838	51.	23838
12.	23838	52.	23838
13.	23838	53.	23838
14.	23838	54.	23838
15.	23838	55.	23838
16.	23838	56.	23838
17.	23838	57.	23838
18.	23838	58.	23838
19.	23838	59.	23838
20.	23838	60.	23838
21.	23838	61.	23838
22.	23838	62.	23838
23.	23838	63.	23838
24.	23838	64.	23838
25.	23838	65.	23838
26.	23838	66.	23838
27.	23838	67.	23838
28.	23838	68.	23838
29.	23838	69.	23838
30.	23838	70.	23838
31.	23838	71.	23838
32.	23838	72.	23838
33.	23838	73.	23838
34.	23838	74.	23838
35.	23838	75.	23838
36.	23838	76.	23838
37.	23838	77.	23838
38.	23838	78.	23838
39.	23838	79.	23838
40.	23838	80.	23838

(Photostat this form if required.)

To be filled in by School

Reply Slip
Bulk Application for Using Smart Identity Cards as
Identity Cards Allowed for Library Purposes

(This Reply Slip should be returned together with the duly completed Application Forms For Using Smart Identity Cards as Identity Cards Allowed for Library Purposes and the Name List of the relevant students to the Librarian / Assistant Librarian of the Hong Kong Public Libraries in your district)

Name of School : _____

Address : _____

Name of Teacher-in-charge : _____

Contact Telephone No. : _____

Fax No. : _____

Email Address : _____

Number of Applications : _____

Official Chop of School : _____ Date : _____

To be filled in by Library

To: _____ (Name of School)

I acknowledge receipt of _____ nos. of duly completed Application Forms for Using Smart Identity Cards as Identity Cards Allowed for Library Purposes and the Name List of the applicants. We will contact you when the applications are fully processed.

Official Chop of Library: _____

Signature of library staff: _____

Date: _____

Name List of Students for Bulk Application for Using Smart Identity Cards as Identity Cards Allowed for Library Purposes

(Only those students applying for using Smart Identity Cards as identity cards allowed for library purposes are to be included)

	Student's Name	Library Card Number		Student's Name	Library Card Number
1.		22222	41.		22222
2.		22222	42.		22222
3.		22222	43.		22222
4.		22222	44.		22222
5.		22222	45.		22222
6.		22222	46.		22222
7.		22222	47.		22222
8.		22222	48.		22222
9.		22222	49.		22222
10.		22222	50.		22222
11.		22222	51.		22222
12.		22222	52.		22222
13.		22222	53.		22222
14.		22222	54.		22222
15.		22222	55.		22222
16.		22222	56.		22222
17.		22222	57.		22222
18.		22222	58.		22222
19.		22222	59.		22222
20.		22222	60.		22222
21.		22222	61.		22222
22.		22222	62.		22222
23.		22222	63.		22222
24.		22222	64.		22222
25.		22222	65.		22222
26.		22222	66.		22222
27.		22222	67.		22222
28.		22222	68.		22222
29.		22222	69.		22222
30.		22222	70.		22222
31.		22222	71.		22222
32.		22222	72.		22222
33.		22222	73.		22222
34.		22222	74.		22222
35.		22222	75.		22222
36.		22222	76.		22222
37.		22222	77.		22222
38.		22222	78.		22222
39.		22222	79.		22222
40.		22222	80.		22222

(Photostat this form if required.)

SUMMARY OF LIBRARIES REGULATION

(GOVERNING THE USE OF THE PUBLIC LIBRARIES)

(Note: In the event of inconsistency between this Summary and the full-text version of the Regulation, the full-text version shall prevail. The complete set of Libraries Regulation can be consulted on request at any public libraries.)

1. “Borrower” means the holder of a library card or an identity card allowed for library purposes.
2. A person who wishes to use his identity card with embodied chip as an identity card allowed for library purposes shall complete an application form supplied by the librarian.
3. All library materials borrowed from a library shall be returned to the library within 14 days after the day upon which it was borrowed.
4. Unless already reserved by another reader, each loan item may be renewed for up to five consecutive times with a period of 14 days from the date of each renewal.
5. An overdue fine is imposed on each loan item and accompanying library material returned late. The charge is \$1.5 per day or part of a day for each loan item or accompanying library material borrowed from an adult library and \$0.5 for that borrowed from a young adult or children’s library.
6. A borrower may borrow a maximum of ten library items together with accompanying library materials or 20 back issues of periodicals.
7. A borrower shall not lend or transfer his library card or identity card allowed for library purposes to any other person.
8. A borrower shall forthwith report to the librarian in writing the loss of his library card or identity card allowed for library purposes.
9. The following fees shall be payable on every issue of replacement library card:
 - a. \$33 for borrowers aged 18 or above (including “Library Card for Guarantor’s Use”); and
 - b. \$17 for borrowers aged under 18.
10. In case of loss of his identity card allowed for library purposes, a borrower may apply to use his replacement identity card with embodied chip as an identity card allowed for library purposes, and such application is free of charge.
11. Unless a borrower has reported in writing loss of his library card or identity card allowed for library purposes, he shall be held responsible for any library material borrowed under the card.
12. A reservation fee of \$3.3 is charged per item (or the prevailing valid reservation fee at the time of collection).
13. A library card or an identity card allowed for library purposes can be used at any of the libraries under the HKPL.

14. Except with the permission of the librarian or when accompanied by an adult, a person under 12 years of age shall not enter or use the adult library and the reference library therein.
15. A borrower shall, before leaving the library, ensure that the library material issued to him on loan is complete and undamaged.
16. If any library material borrowed is lost or damaged, the borrower shall be liable to pay to the Government such sum of money as the librarian considers necessary to replace such library material or the whole set of library material of which such library material forms a part. In addition, the borrower may be required to pay a surcharge amounting to 20 per cent of such sum.
17. A borrower may apply to cancel his library card or discontinue the use of his identity card with embodied chip as an identity card allowed for library purposes.
18. If an applicant is under 18 years of age, the guarantor should be 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 ask an adult resident of Hong Kong to act as his/her guarantor. The guarantor shall be liable for all liabilities incurred by the applicant under Sections 21, 27 or 28 of the Libraries Regulation.

Remarks:

A borrower shall notify the librarian in writing of any change in his/her residential address as soon as practicable.

HONG KONG PUBLIC LIBRARIES

Hong Kong

Central & Western

City Hall Public Library

3/F, City Hall High Block, Central, Hong Kong
Tel.: 2921 2555 Fax: 2525 6524

Shek Tong Tsui Public Library

3-4/F, Shek Tong Tsui Municipal Services Building, 470 Queen's Road West, Hong Kong
Tel.: 2922 6055 Fax: 2517 2280

Smithfield Public Library

3/F, Smithfield Municipal Services Building, 12K Smithfield, Kennedy Town, Hong Kong
Tel.: 2921 7106 Fax: 2855 1610

Eastern District

Chai Wan Public Library

4-5/F, Chai Wan Municipal Services Building, 338 Chai Wan Road, Chai Wan, Hong Kong
Tel.: 2921 5055 Fax: 2897 7774

Electric Road Public Library

2/F, Electric Road Municipal Services Building, 229 Electric Road, Hong Kong
Tel.: 2922 3055 Fax: 2570 0644

North Point Public Library

G/F., North Point Market Building, Pak Fuk Road, North Point, Hong Kong
Tel.: 2922 4155 Fax: 2563 4747

Quarry Bay Public Library

4-5/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Quarry Bay, Hong Kong
Tel.: 2922 4055 Fax: 2563 4744

Siu Sai Wan Public Library

G/F, Siu Sai Wan Complex, 15 Siu Sai Wan Road, Chai Wan, Hong Kong
Tel.: 3427 3072 Fax: 3755 0435

Yiu Tung Public Library

G/F, Yiu Cheong House, Yiu Tung Estate, Shau Kei Wan, Hong Kong
Tel.: 2922 7626 Fax: 2915 4397

Southern District

Aberdeen Public Library

3/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Aberdeen, Hong Kong
Tel.: 2921 1055 Fax: 2814 0532

Ap Lei Chau Public Library

5/F, Ap Lei Chau Municipal Services Building, 8 Hung Shing Street, Ap Lei Chau, Hong Kong
Tel.: 2921 1007 Fax: 2554 6806

Pok Fu Lam Public Library

Unit No. 611-619, Wah Chun House, Wah Fu Estate, Hong Kong
Tel.: 2921 1155 Fax: 2550 9877

Stanley Public Library

UG/F, Stanley Municipal Services Building, 6 Stanley Market Road, Stanley, Hong Kong
Tel: 2923 5171 Fax: 2813 6539

Wanchai District

Hong Kong Central Library

1/F, 66 Causeway Road, Causeway Bay, Hong Kong
Tel.: 2921 0528 Fax: 2504 0429

Lockhart Road Public Library

3-5/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Hong Kong
Tel.: 2879 5560 Fax: 2507 5393

Wong Nai Chung Public Library

3/F, Wong Nai Chung Municipal Services Building, 2 Yuk Sau Street, Happy Valley, Hong Kong
Tel.: 2923 5065 Fax: 2575 5247

Kowloon

Kowloon City District

Hung Hom Public Library

6/F, Hung Hom Municipal Services Building, 11 Ma Tau Wai Road, Kowloon
Tel.: 2926 5044 Fax: 2765 7056

Kowloon City Public Library

3/F, Kowloon City Municipal Services Building, 100 Nga Tsin Wai Road, Kowloon
Tel.: 2926 6055 Fax: 2716 0270

Kowloon Public Library

5 Pui Ching Road, Kowloon
Tel.: 2926 4055 Fax: 2711 3126

To Kwa Wan Public Library

5-6/F, To Kwa Wan Market & Government Offices, 165 Ma Tau Wai Road, Kowloon
Tel.: 2926 4155 Fax: 2762 0300

Kwun Tong District

Lam Tin Public Library

5-6/F., Lam Tin Complex, 1 Hing Tin Street, Lam Tin, Kowloon
Tel.: 2927 7055 Fax: 2727 7417

Lei Yue Mun Public Library

1/F, Lei Yue Mun Municipal Services Building, 6 Lei Yue Mun Path, Kwun Tong, Kowloon
Tel: 2340 3519 Fax: 2349 6419

Ngau Tau Kok Public Library

2-3/F, Ngau Tau Kok Municipal Services Building, 183 Ngau Tau Kok Road, Kowloon
Tel.: 2927 4055 Fax: 2751 8718

Sau Mau Ping Public Library

The upper ground floor of Sau Yun House, Sau Mau Ping Estate, Sau Ming Road, Sau Mau Ping, Kowloon
Tel.: 2927 7155 Fax: 2346 5153

Shui Wo Street Public Library

5-6/F, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon
Tel.: 2927 3055 Fax: 2793 2774

Shun Lee Estate Public Library

3/F, Shun Lee Tsuen Sports Centre, 33 Shun Lee Tsuen Road, Kwun Tong, Kowloon
Tel.: 2927 3155 Fax: 2344 5797

Sham Shui Po District

Lai Chi Kok Public Library

G-1/F, 19 Lai Wan Road, Lai Chi Kok, Kowloon
Tel.: 2746 4270 Fax: 2744 8902

Po On Road Public Library

1/F, Po On Road Municipal Services Building, 325-329 Po On Road, Sham Shui Po, Kowloon
Tel.: 2928 7055 Fax: 2728 6071

Sham Shui Po Public Library

G/F & 1/F, Sham Shui Po Leisure and Cultural Building, 38 Sham Mong Road, Sham Shui Po, Kowloon
Tel.: 2234 5122 Fax: 2882 3102

Shek Kip Mei Public Library

7/F, Shek Kip Mei Estate Ancillary Facility Block, 100 Woh Chai Street, Shek Kip Mei, Sham Shui Po, Kowloon
Tel.: 2928 2055 Fax: 2784 0301

Un Chau Street Public Library

1/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Kowloon
Tel.: 2928 7166 Fax: 2708 7449

Wong Tai Sin District

Fu Shan Public Library

Units 1-4, LG1, Fu Yan House, Fu Shan Estate, Po Kong Village Road, Kowloon
Tel.: 2927 6707 Fax: 2320 5752

Lok Fu Public Library

Shop No. 112, 3/F, Lok Fu Plaza, Junction Road, Kowloon
Tel.: 2926 7055 Fax: 2794 9235

Lung Hing Public Library

North Wing, G/F, Lung Hing House, Lower Wong Tai Sin (II) Estate, Kowloon
Tel.: 2927 6255 Fax: 2752 8697

Ngau Chi Wan Public Library

5-6/F, Ngau Chi Wan Municipal Services Building, 11 Clear Water Bay Road, Kowloon
Tel.: 2927 6055 Fax: 2726 0624

San Po Kong Public Library

3/F, San Po Kong Plaza, 33, Shung Ling Street, San Po Kong, Kowloon
Tel.: 2927 6107 Fax: 2329 5016

Tsz Wan Shan Public Library

Shop 701 - 702, Tsz Wan Shan Shopping Centre, 23 Yuk Wah Street, Wong Tai Sin, Kowloon
Tel.: 2927 6050 Fax: 2267 7825

Yau Tsim Mong District

Fa Yuen Street Public Library

4-5/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon
Tel.: 2928 4055 Fax: 2390 0344

Tai Kok Tsui Public Library

3/F, Tai Kok Tsui Municipal Services Building, 63 Fuk Tsun Street, Tai Kok Tsui, Kowloon
Tel: 2928 4155 Fax: 2393 4591

Tsim Sha Tsui Public Library

1/F, Concordia Plaza, 1 Science Museum Road, Tsim Sha Tsui East, Kowloon
Tel.: 2926 1072 Fax: 2620 5025

Yau Ma Tei Public Library

Block A, G/F & 1-3/F, 251 Shanghai Street, Yau Ma Tei, Kowloon
Tel.: 2928 6055 Fax: 2771 7029

New Territories

Islands District

Cheung Chau Public Library

2/F, Cheung Chau Municipal Services Building, 2 Tai Hing Tai Road, Cheung Chau, N.T.
Tel.: 2981 5455 Fax: 2981 7680

Mui Wo Public Library

G/F, Mui Wo Municipal Services Building, 9 Ngan Shek Street, Mui Wo, Lantau Island, N.T.
Tel.: 2984 7511 Fax: 2984 8572

Peng Chau Public Library

G/F, Peng Chau Municipal Services Building, 6 Po Peng Street, Peng Chau, N.T.
Tel.: 2983 1440 Fax: 2983 2197

North Lamma Public Library

The first and second floors, 1 Yung Shue Wan Main Street, Lamma Island, N.T.
Tel.: 2249 5017 Fax: 2982 1444

South Lamma Public Library

Second Street, Sok Kwu Wan, Lamma Island, N.T.
Tel.: 2982 8178 Fax: 2982 8600

Tai O Public Library

Shop No. 12, Commercial Centre, Lung Tin Estate, Tai O, Lantau Island, N.T.

Tel.: 2985 5006 Fax: 2985 5005

Tung Chung Public Library

G-1/F, Tung Chung Municipal Services Building, 39 Man Tung Road, Tung Chung, Lantau Island, N.T.

Tel: 2109 3011 Fax: 2109 3325

Kwai Tsing District

North Kwai Chung Public Library

2/F & 3/F, North Kwai Chung Market & Library, Shek Yam Road, Kwai Chung, N.T.

Tel.: 2421 4740 Fax: 2425 1234

South Kwai Chung Public Library

4/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, N.T.

Tel.: 2429 6338 Fax: 2425 3737

Tsing Yi Public Library

1/F, Tsing Yi Municipal Services Building, 38 Tsing Luk Street, Tsing Yi, N.T.

Tel.: 2497 2904 Fax: 2435 7130

North District

Fanling Public Library

2/F, 9 Wo Mun Street, Fanling, N.T.

Tel: 2669 4444 Fax: 2677 8352

Fanling South Public Library

Shop Nos. 104A & 105A, 1/F, Dawning Views Shopping Plaza, 23 Yat Ming Road, Fanling, N.T.

Tel: 2670 7408 Fax: 2670 7522

Sha Tau Kok Public Library

Shop No. 3, the ground floor of Ying Hoi House, Sha Tau Kok Chuen, 23 Shun Hing Street, Sha Tau Kok, N.T.

Tel.: 2674 0870 Fax: 2659 7277

Sheung Shui Public Library

3/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, N.T.

Tel.: 2679 2804 Fax: 2671 3697

Sai Kung District

Sai Kung Public Library

5/F, Sai Kung Government Offices, 34 Chan Man Street, Sai Kung, N.T.

Tel.: 2792 3669 Fax: 2791 4674

Tiu Keng Leng Public Library

4 Chui Ling Road, Tseung Kwan O, N.T.

Tel.: 2360 1678 Fax: 2539 7833

Tseung Kwan O Public Library

9 Wan Lung Road, Tseung Kwan O, N.T.

Tel.: 2706 8101 Fax: 2623 7291

Sha Tin District

Lek Yuen Public Library

Units 101-110, G/F, Kwai Wo House, Lek Yuen Estate, Sha Tin, N.T.

Tel: 2697 5177 Fax: 2693 1509

Ma On Shan Public Library

14 On Chun Street, Ma On Shan, Sha Tin, N.T.

Tel: 2630 1911 Fax: 2633 1420

Sha Tin Public Library

1 Yuen Wo Road, Sha Tin, N.T.

Tel.: 2694 3788 Fax: 2603 0144

Yuen Chau Kok Public Library

High Block of Yuen Chau Kok Complex, 35 Ngan Shing Street, Sha Tin, N.T.

Tel.: 2324 2700 Fax: 2207 0085

Tai Po District

Tai Po Public Library

5/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, N.T.

Tel.: 2651 4334 Fax: 2651 5215

Tsuen Wan District

Shek Wai Kok Public Library

Unit Nos. 215-219, Shek Fong House, Shek Wai Kok Estate, Tsuen Wan, N.T.

Tel.: 2414 6044 Fax: 2413 4592

Tsuen Wan Public Library

38 Sai Lau Kok Road, Tsuen Wan, N.T.

Tel.: 2490 3891 Fax: 2415 2533

Tuen Mun District

Butterfly Estate Public Library

Unit Nos. 123-130, G/F, Tip Chui House, Butterfly Estate, Tuen Mun, N.T.

Tel: 2468 0518 Fax: 2464 8140

Tai Hing Public Library

Unit No. 80, 1/F, Commercial Complex, Tai Hing Estate, Tuen Mun, N.T.

Tel.: 2462 3220 Fax: 2465 2615

Tuen Mun Public Library

1 Tuen Hi Road, Tuen Mun, N.T.

Tel.: 2450 0671 Fax: 2451 7458

Yuen Long District

Ping Shan Tin Shui Wai Public Library

High Block, Ping Shan Tin Shui Wai Leisure & Cultural Building,

1 Tsui Sing Road, Tin Shui Wai

Tel.: 2126 7520 Fax: 3724 7196

Tin Shui Wai North Public Library

Shop 313, Tin Chak Shopping Centre, Tin Chak Estate, Tin Shui Wai, N.T.
Tel.: 3741 0646 Fax: 3741 0645

Yuen Long Public Library

G-1/F, Yuen Long Leisure & Cultural Building, 52 Ma Tin Road, Yuen Long, N.T.
Tel.: 2479 2511 Fax: 2442 4451

Guidance Notes for Filling in the Library Card Application Form

Part	Column	Remarks
A	Personal Particulars	Applicant refers to the student who applies for a library card
1	Title	<ul style="list-style-type: none"> - Please select 'Mr' for boy - Please select 'Miss' for girl
2	Name in Chinese	<ul style="list-style-type: none"> - Please fill in Applicant's Chinese name as shown on his/her HKID Card / Birth Certificate - For Applicant without HKID Card / Birth Certificate, please fill in the Chinese name as shown in his/her Passport - Applicants without Chinese names do not need to fill in this column
3	Name in English	<ul style="list-style-type: none"> - Please fill in Applicant's English name as shown on his/her HKID Card / Birth Certificate - For Applicant without HKID Card / Birth Certificate, please fill in the English name as shown in his/her Passport
4	Date of Birth	<ul style="list-style-type: none"> - Please fill in Applicant's date of birth in the format of dd/mm/yyyy
5	HKID Card / Birth Certificate / Travel Document No.	<ul style="list-style-type: none"> - Please fill in Applicant's HKID Card No. - Otherwise, please fill in Birth Certificate No. or Travel Document No.
6	Place of Issue	<ul style="list-style-type: none"> - Please select 'Hong Kong' if Applicant is holding HKID Card / Birth Certificate - Please select 'Others' and state the issuing country if Applicant is holding a Passport
7	Residential Address in Hong Kong	<ul style="list-style-type: none"> - Please fill in Applicant's updated residential address in English
8	Telephone No.	<ul style="list-style-type: none"> - Please fill in Applicant's (1) home telephone no. and (2) mobile phone no.
9	Email Address	<ul style="list-style-type: none"> - Please fill in Applicant's Email Address - If Applicant prefers to receive notifications by email, please tick the box to confirm the Applicant has read and agreed to abide by the "Conditions of Use for Email Notification Service" *
10	Occupation	<ul style="list-style-type: none"> - Please select 'Student'
11	Signature of Applicant and Date	<ul style="list-style-type: none"> - To be signed by Applicant - Please fill in appropriate date
B	Guarantee	This guarantee should be completed by Applicant's Parent or Legal Guardian ("Guarantor") who is holding Hong Kong Identity Card
12	Title of Parent / Guarantor	<ul style="list-style-type: none"> - Please select one
13	Parent's / Guarantor's Name in Chinese	<ul style="list-style-type: none"> - Please fill in Parent's / Guarantor's name in Chinese as shown on his/her HKID Card - Parents / Guarantors without Chinese names do not need to fill in this column
14	Parent's / Guarantor's Name in English	<ul style="list-style-type: none"> - Please fill in Parent's / Guarantor's name in English as shown on his/her HKID Card
15	Parent's / Guarantor's HKID Card No.	<ul style="list-style-type: none"> - Please fill in Parent's / Guarantor's HKID Card No.
16	Parent's / Guarantor's Residential Address in Hong Kong	<ul style="list-style-type: none"> - Please fill in Parent's / Guarantor's residential address in Hong Kong (if different from Applicant's)
17	Parent's / Guarantor's Telephone No.	<ul style="list-style-type: none"> - Please fill in Parent's / Guarantor's (1) home telephone no. and (2) mobile phone no.
18	Signature of Parent / Guarantor and Date	<ul style="list-style-type: none"> - To be signed by Parent / Guarantor - Please fill in appropriate date

Conditions of Use for Email Notification Service

1. To use the Email Notification Service, readers are required to register their email addresses through the Hong Kong Public Libraries (HKPL) homepage. This service will be activated by entering valid email address in **My Account**, selecting "Email" as the **Notification Preference** and clicking the **Save** button.
2. To ensure that library notices will be correctly delivered, readers are required to login to **My Account** again for verification of the registered email addresses after the registration is completed.
3. By registering for the Email Notification Service, readers agree that the following library notices will be delivered to their registered email addresses:
 - i. Due Date Reminder (3 days before the due date)
 - ii. Overdue Alert (1 day after the due date)
 - iii. First Overdue Notice (11 days after the due date)
 - iv. Hold Awaiting Notice (1 day after the hold is filled)
 - v. Hold Unavailable Notice (1 day after the hold is cancelled)
 - vi. Renewal Confirmation Notice (After completion of online renewals)These library notices will not be sent to readers by post except for the situation described in paragraph 6 below.
4. Readers should regularly check their email accounts to ensure that the accounts are operating normally and have space for incoming emails. The HKPL accept no liability for any problems arising from the failure of the readers to receive library notices via their registered email addresses.
5. Due Date Reminders and Overdue Notices are issued to remind readers to renew/return the library materials they have borrowed. All loan items must be renewed/returned to the library within 14 days after the day of borrowing. Failure to receive the Reminder/Notice or renew the library materials, for whatever reasons, does not discharge the borrower's liability to pay overdue fines.
6. When a library notice (except the Due Date Reminder, Overdue Alert and Renewal Confirmation Notice) cannot be delivered through email, a printed copy of the notice will be sent to the reader by post. If the number of undelivered emails exceeds the limit specified by the HKPLs, the Notification Preference set by the reader in My Account will be automatically changed to "Paper Mail". From then on, library notices will be sent to the reader by post. This reader is required to register again if he/she wishes to receive library notices by email.
7. The email addresses provided by readers in **My Account** will only be used for the registration of service and the receipt of library notices.

How to register for the Library Email Notification Service

1. Access the Hong Kong Public Libraries homepage at www.hkpl.gov.hk.
2. Enter your library card number or Hong Kong ID Card Number* in the box under "My Account/Renewal".
3. Enter your "Online Password" ^ or the last four digits of your registered telephone number. Then click **Login**.
4. Select **My Account** and click **Contact**.
5. Click **Edit** on the **Contact Information** screen and select "Email" as your **Notification Preference** in the box of **Personal Information**.
6. Enter your email address in the box provided and click **Save**.
7. Read the "Conditions of Use for Email Notification Service" carefully and click **Accept** if you agree to these conditions. Click **Decline** if you do not agree to any of the conditions and select "Paper Mail" as your **Notification Preference** in the box of **Personal Information**.
8. The message "Account setting has been updated" will be displayed on the screen when the registration is completed.

The following library notices will be sent to your registered email address#:

- i. Due Date Reminder (3 days before the due date)
- ii. Overdue Alert (1 day after the due date)
- iii. First Overdue Notice (11 days after the due date)
- iv. Hold Awaiting Notice (1 day after the hold is filled)
- v. Hold Unavailable Notice (1 day after the hold is cancelled)
- vi. Renewal Confirmation Notice (After completion of online renewals)

How to change the email address or discontinue receiving library notices through email

1. Access the Hong Kong Public Libraries homepage at www.hkpl.gov.hk.
2. Enter your library card number or Hong Kong ID Card Number* in the box under "My Account/Renewal".
3. Enter your "Online Password" ^ or the last four digits of your registered telephone number. Then click **Login**.
4. Select **My Account** and click **Contact**.
5. Click **Edit** on the **Contact Information** screen.
6. (i) To change your email address, delete the old email address in the box of **Correspondence Address**, enter a new email address and double check if "Email" is selected as your **Notification Preference** before clicking **Save**.
(ii) Read the "Conditions of Use for Email Notification Service" and click **Accept**.
(iii) To discontinue receiving library notices through email, select "Paper Mail" as your **Notification Preference** in the box of **Personal Information** and click **Save**. Library notices will be sent to you by post.
7. The message "Account setting has been updated" will be shown when the update is completed.

* Only for readers who have applied for using their Smart ID cards for the library services.

^ Please refer to the web page for details on online password : <https://www.hkpl.gov.hk/en/about-us/faq-password.html>

Prior registration of Email Notification Service is required before borrowing, renewal or reservation of library items.



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 先生 Mr 2 太太 Mrs 3 小姐 Miss 4 女士 Ms
姓氏 Surname 名字 Other Names
出生日期 Date of Birth
Y 1 2 3 4 5 6 7 8 9 0
M 1 2 3 4 5 6 7 8 9 0
D 1 2 3 4 5 6 7 8 9 0
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. (Y131074211C21)
簽發地點 Place of Issue 香港 Hong Kong 其他 (請註明) Others (Please specify)

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.)
FLAT E, 16/F, GOODVIEW MANSION,
1 VICTORY ROAD, HOMANTIN, KOWLOON
通訊地址 Correspondence Address (可選擇是否填寫 Optional)

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 Yuen Man
6 Kwan 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

住所電話號碼 Residential Telephone No. 2356 2324 手提電話號碼 Mobile Phone No. 1234 5678

電郵地址 Email Address
1123@hkpl.hk.cioim

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 10-9-2024 申請人簽署 Signature of Applicant 徐子康

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網頁《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 先生 Mr 2 太太 Mrs 3 小姐 Miss 4 女士 Ms
姓氏 Surname 名字 Other Names
X 1 2 3 4 5 6 7 8 9 0
L 1 2 3 4 5 6 7 8 9 0
O 1 2 3 4 5 6 7 8 9 0
I 1 2 3 4 5 6 7 8 9 0
T 1 2 3 4 5 6 7 8 9 0
I 1 2 3 4 5 6 7 8 9 0
M 1 2 3 4 5 6 7 8 9 0

香港身份證號碼 HKID Card No. 11014231315717

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. 2356 2324 手提電話號碼 Mobile Phone No. 1234 5678

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 10-9-2024 擔保人簽署 Signature of Guarantor Alan Tsui

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 10 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 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

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 10 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 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

**Guidance Notes for Filling in the Application Form for
Using Smart Identity Card as Identity Card Allowed for Library Purposes**

Part	Column	Remarks
A	Personal Particulars	Applicant refers to the student who applies for using Smart Identity Card as identity card allowed for library purposes
1	Title	- Please select 'Mr' for boy - Please select 'Miss' for girl
2	Name in Chinese	- Please fill in Applicant's Chinese name as shown on his/her Smart ID Card - Applicants without Chinese names do not need to fill in this column
3	Name in English	- Please fill in Applicant's English name as shown on his/her Smart ID Card
4	Date of Birth	- Please fill in Applicant's date of birth in the format of dd/mm/yyyy
5	HK ID Card No.	- Please fill in Applicant's Smart ID Card No.
B	Personal Particulars	
6	Residential Address in Hong Kong	- Please fill in Applicant's updated residential address in English
7	Telephone No.	- Please fill in Applicant's (1) home telephone no. and (2) mobile phone no.
8	Email Address	- Please fill in Applicant's Email Address - If Applicant prefers to receive notifications by email, please tick the box to confirm the Applicant has read and agreed to abide by the "Conditions of Use for Email Notification Service" *
9	Occupation	- Please select 'Student'
C	Signature of Applicant and Date	
10	Signature of Applicant and Date	- To be signed by Applicant - Please fill in appropriate date
D	Guarantee	This guarantee should be completed by Applicant's Parent or Legal Guardian ("Guarantor") who is holding Hong Kong Identity Card
11	Title of Parent / Guarantor	- Please select one
12	Parent's / Guarantor's Name in Chinese	- Please fill in Parent's / Guarantor's name in Chinese as shown in his/her HKID Card - Parents / Guarantors without Chinese names do not need to fill in this column
13	Parent's / Guarantor's Name in English	- Please fill in Parent's / Guarantor's name in English as shown in his/her HKID Card
14	Parent's / Guarantor's HKID Card No.	- Please fill in Parent's / Guarantor's HKID Card No.
15	Parent's / Guarantor's Residential Address in Hong Kong	- Please fill in Parent's / Guarantor's residential address in Hong Kong (if different from Applicant's)
16	Parent's / Guarantor's Telephone No.	- Please fill in Parent's / Guarantor's (1) home telephone no. and (2) mobile phone no.
17	Signature of Parent / Guarantor and Date	- To be signed by Parent / Guarantor - Please fill in appropriate date

Hong Kong Public Libraries **Email Notification Service**

Conditions of Use for Email Notification Service

1. To use the Email Notification Service, readers are required to register their email addresses through the Hong Kong Public Libraries (HKPL) homepage. This service will be activated by entering valid email address in **My Account**, selecting "Email" as the **Notification Preference** and clicking the **Save** button.
2. To ensure that library notices will be correctly delivered, readers are required to login to **My Account** again for verification of the registered email addresses after the registration is completed.
3. By registering for the Email Notification Service, readers agree that the following library notices will be delivered to their registered email addresses:
 - i. Due Date Reminder (3 days before the due date)
 - ii. Overdue Alert (1 day after the due date)
 - iii. First Overdue Notice (11 days after the due date)
 - iv. Hold Awaiting Notice (1 day after the hold is filled)
 - v. Hold Unavailable Notice (1 day after the hold is cancelled)
 - vi. Renewal Confirmation Notice (After completion of online renewals)These library notices will not be sent to readers by post except for the situation described in paragraph 6 below.
4. Readers should regularly check their email accounts to ensure that the accounts are operating normally and have space for incoming emails. The HKPL accept no liability for any problems arising from the failure of the readers to receive library notices via their registered email addresses.
5. Due Date Reminders and Overdue Notices are issued to remind readers to renew/return the library materials they have borrowed. All loan items must be renewed/returned to the library within 14 days after the day of borrowing. Failure to receive the Reminder/Notice or renew the library materials, for whatever reasons, does not discharge the borrower's liability to pay overdue fines.
6. When a library notice (except the Due Date Reminder, Overdue Alert and Renewal Confirmation Notice) cannot be delivered through email, a printed copy of the notice will be sent to the reader by post. If the number of undelivered emails exceeds the limit specified by the HKPLs, the Notification Preference set by the reader in My Account will be automatically changed to "Paper Mail". From then on, library notices will be sent to the reader by post. This reader is required to register again if he/she wishes to receive library notices by email.
7. The email addresses provided by readers in **My Account** will only be used for the registration of service and the receipt of library notices.

How to register for the Library Email Notification Service

1. Access the Hong Kong Public Libraries homepage at www.hkpl.gov.hk.
2. Enter your library card number or Hong Kong ID Card Number* in the box under "My Account/Renewal".
3. Enter your "Online Password" ^ or the last four digits of your registered telephone number. Then click **Login**.
4. Select **My Account** and click **Contact**.
5. Click **Edit** on the **Contact Information** screen and select "Email" as your **Notification Preference** in the box of **Personal Information**.
6. Enter your email address in the box provided and click **Save**.
7. Read the "Conditions of Use for Email Notification Service" carefully and click **Accept** if you agree to these conditions. Click **Decline** if you do not agree to any of the conditions and select "Paper Mail" as your **Notification Preference** in the box of **Personal Information**.
8. The message "Account setting has been updated" will be displayed on the screen when the registration is completed.

The following library notices will be sent to your registered email address#:

- i. Due Date Reminder (3 days before the due date)
- ii. Overdue Alert (1 day after the due date)
- iii. First Overdue Notice (11 days after the due date)
- iv. Hold Awaiting Notice (1 day after the hold is filled)
- v. Hold Unavailable Notice (1 day after the hold is cancelled)
- vi. Renewal Confirmation Notice (After completion of online renewals)

How to change the email address or discontinue receiving library notices through email

1. Access the Hong Kong Public Libraries homepage at www.hkpl.gov.hk.
2. Enter your library card number or Hong Kong ID Card Number* in the box under "My Account/Renewal".
3. Enter your "Online Password" ^ or the last four digits of your registered telephone number. Then click **Login**.
4. Select **My Account** and click **Contact**.
5. Click **Edit** on the **Contact Information** screen.
6. (i) To change your email address, delete the old email address in the box of **Correspondence Address**, enter a new email address and double check if "Email" is selected as your **Notification Preference** before clicking **Save**.
(ii) Read the "Conditions of Use for Email Notification Service" and click **Accept**.
(iii) To discontinue receiving library notices through email, select "Paper Mail" as your **Notification Preference** in the box of **Personal Information** and click **Save**. Library notices will be sent to you by post.
7. The message "Account setting has been updated" will be shown when the update is completed.

* Only for readers who have applied for using their Smart ID cards for the library services.

^ Please refer to the web page for details on online password : <https://www.hkpl.gov.hk/en/about-us/faq-password.html>

Prior registration of Email Notification Service is required before borrowing, renewal or reservation of library items.



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

樣本 SAMPLE

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

LEAM

3 小姐 Miss

林樂童

名字
Other Names

LOKI TIUNG

4 女士 Ms

出生日期
Date of Birth

11/21/02/01/10
日 Day 月 Month 年 Year

香港身份證號碼
HKID Card No.

LY 1218151616 (4)

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.)

16A, TOWER B, NEW CITY CENTRE,
33 SHATIN MAIN ROAD, SHATIN

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

District :

Postcode : _____

- | | |
|--|---|
| 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"/> Tuen Wan |
| 5 <input type="checkbox"/> Kwai Tsang | 15 <input type="checkbox"/> Tuen Mun |
| 6 <input type="checkbox"/> Kwan 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 |

住所電話號碼
Residential Telephone No.

2633 7233

手提電話號碼
Mobile Phone No.

0123 4567

電郵地址 Email Address

13121@hkip12.1c10m

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

10-9-2024

申請人簽署
Signature of Applicant

林樂童

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
2 太太 Mrs
3 小姐 Miss
4 女士 Ms

中文姓名
Name in Chinese

王文麗

英文姓名
Name in English

姓氏
Surname
名字
Other Names

WONG
MIAI LAI

香港身份證號碼
HKID Card No.

ID 7881424(3)

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.

2633 7233

手提電話號碼
Mobile Phone No.

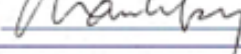
0123 4567

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

10-9-2024

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副本, 但須按財政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通用身份證
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發出的圖書館卡, 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不能作為擔保人, 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。

遺失圖書館通用身份證

如遺失圖書館通用身份證, 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

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