“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 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 Primary 1 to 6 students.

Details

2. “Life-long learning” is the main thrust of our curriculum reform. Libraries play a pivotal role in the promotion of life-long learning. 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) **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 12a** for details.

**Contact Person**

5. For enquiries on the “Library Cards for All School Children” scheme, please contact Ms Abby LAU of the Curriculum Resources Section, Curriculum Development Institute on 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 12b**.
Appendix 12a

“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 12b 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 12c(i). For application of “using Smart Identity Cards as identity cards allowed for library purposes”, please refer to the application form at Appendix 12c(ii). Schools may also download the application forms from the web site of Hong Kong Public Libraries (http://www.hkpl.gov.hk/en/common/attachments/about-us/forms/LCS4.pdf and http://www.hkpl.gov.hk/en/common/attachments/about-us/forms/LCS694.pdf). 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”.

2. Return of Duly Completed Application Forms
   Procedures for collecting application forms:
   i. separate application forms of “library card” from the application of “using Smart Identity Cards as identity cards allowed for library purposes”.
   ii. 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.
   iii. stamp all verified application forms with school chop.
   iv. return the completed application forms, reply slip(s) and name list(s) of students (to be grouped separately under “library card” and “using Smart Identity Cards as identity cards allowed for library purposes”) to the Librarians / Assistant Librarians of the branch libraries in their districts.

* If Appendix 12c(ii) is applicable
Please refer to the attached samples and guidelines on filling in the application forms (Appendix 12c(i) and Appendix 12c(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 28 June 2019 (Friday).

**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.*
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: _____________________________ (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 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)

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<th>Student’s Name</th>
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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)

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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 eight library items together with accompanying library materials or 16 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
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 Hennessey 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  
Units No. 104-109, G/F, Sau Ming House, Sau Mau Ping Estate, 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

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
Tsing Wan Shan Public Library
Shop 701 - 702, Tsing 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
G & M/F, 250 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

Provisional North Lamma Public Library Service Stop
TGLA No. TIS 785, Yung Shue Wan Plaza Road, Lamma Island, N.T.
Tel.: 6080 3528  Fax: 2981 7680

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. G15 & G16, Dawning Views Shopping Plaza, 23 Yat Ming Road, Fanling, N.T.
Tel: 2670 7408   Fax: 2670 7522

Sha Tau Kok Public Library
Shop 1, G/F, Block 20, Sha Tau Kok Chuen, 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 A

<table>
<thead>
<tr>
<th>Part</th>
<th>Column</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Personal Particulars</td>
<td>Applicant refers to the student who applies for a library card</td>
</tr>
</tbody>
</table>
| 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 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 | - 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 | - Please fill in Applicant’s date of birth in the format of dd/mm/yyyy |
| 5    | HKID Card / Birth Certificate / Travel Document No. | - Please fill in Applicant’s HKID Card No.  
- Otherwise, please fill in Birth Certificate No. or Travel Document No. |
| 6    | Place of Issue | - 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 | - Please fill in Applicant’s updated residential address in English |
| 8    | Telephone No. | - Please fill in Applicant’s (1) home telephone no. and (2) school telephone no. |
| 9    | Occupation | - Please select ‘Student’ |
| 10   | Signature of Applicant and Date | - To be signed by Applicant  
- Please fill in appropriate date |

# Guidance Notes for Filling in the Library Card Application Form – Part B

<table>
<thead>
<tr>
<th>Part</th>
<th>Column</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Guarantee</td>
<td>This guarantee should be completed by Applicant’s Parent or Legal Guardian (“Guarantor”) who is holding Hong Kong Identity Card</td>
</tr>
<tr>
<td>11</td>
<td>Title of Parent / Guarantor</td>
<td>- Please select one</td>
</tr>
</tbody>
</table>
| 12   | Parent’s / Guarantor’s Name in Chinese | - 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 |
| 13   | Parent’s / Guarantor’s Name in English | - Please fill in Parent’s / Guarantor’s name in English as shown on 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/or (2) mobile phone no. / office telephone no. |
| 17   | Signature of Parent / Guarantor and Date | - To be signed by Parent / Guarantor  
- Please fill in appropriate date |
圖書證申請表
LIBRARY CARD APPLICATION FORM

申請人
Applicant

中文姓名
Name in Chinese
方嘉敏

英文姓名
Name in English
FONG KAMAN

性別
Surname

出生日期
Date of Birth
22 July 2011

香港身份證號碼
HKID Card No.
1E 47919613 (4)

書籍證申請表
Library Card No. 23838

樣本 SAMPLE

圖書證申請表
LIBRARY CARD APPLICATION FORM

申請人
Applicant

中文姓名
Name in Chinese
王清華

英文姓名
Name in English
WONG WAI

性別
Surname

出生日期
Date of Birth

香港身份證號碼
HKID Card No.

書籍證申請表
Library Card No. 23838

樣本 SAMPLE
收集個人資料聲明

(a) 在這表格內填寫的個人資料只供處理次申請、郵寄圖書館通知書提供圖書館服務之用。

(b) 據《個人資料(私隱條例) (第 486 章)第 18 條第 22 條和附表 1 内第 6 條的規定，你有權查閱和改正所提供的個人資料。你的姓名包括家族有關係資料的複本，但須按康樂及文化事務署規定繳付所需費用。

(c) 如對本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 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到圖書館查詢任何一間公共圖書館。

2. 遼安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／電話費等)。如填覆本，可不需香港身份證複本。

未滿 18 歲人士

1. 填妥申請表格並將申請表格交回任何一間公共圖書館。

2. 由家長(父親或母親)或監護人簽名及簽署申請表格的「擔保書」部分。如沒有擔保人，則須提供一名成年的香港居民作擔保人。

3. 遼安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。未領有身份證的香港人士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到圖書館查詢任何一間公共圖書館。

2. 由一名成年的香港居民作擔保人，由該擔保人親自及簽署申請表格的「擔保書」部分。如沒有擔保人，則須提供一名成年的香港居民作擔保人。

3. 遼安表格時必須出示申請人的有效護照件，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。

非香港特別行政區居民

1. 填妥申請表格並親自到圖書館查詢任何一間公共圖書館。

2. 提供一名成年的香港居民作擔保人，由該擔保人親自及簽署申請表格的「擔保書」部分。如沒有擔保人，則須提供一名成年的香港居民作擔保人。

3. 遼安表格時必須出示申請人的有效護照件，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。

非香港特別行政區居民

1. 填妥申請表格並親自到圖書館查詢任何一間公共圖書館。

2. 提供一名成年的香港居民作擔保人，由該擔保人親自及簽署申請表格的「擔保書」部分。如沒有擔保人，則須提供一名成年的香港居民作擔保人。

3. 遼安表格時必須出示申請人的有效護照件，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。

外借書目限制

申請人在辦理申請手續後獲發圖書證乙張，憑該圖書證可外借最多 8 項圖書館資料，有效期 14 日。

外借書目限制

申請人在辦理申請手續後獲發圖書證乙張，憑該圖書證可外借最多 8 項圖書館資料，有效期 14 日。

遺失圖書證

如遺失圖書證，必須親自到圖書館辦理報失手續，但須先報失手續前可先致電通知香港公共圖書館，以防失證被濫用。

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/e_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/
- Guidance Notes for Filling in the Application Form for
Using Smart Identity Card as Identity Card Allowed for Library Purposes –

<table>
<thead>
<tr>
<th>Part</th>
<th>Column</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Personal Particulars</td>
<td>Applicant refers to the student who applies for using Smart Identity Card as identity card allowed for library purposes</td>
<td></td>
</tr>
</tbody>
</table>
| 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) school telephone no. |
| 8 | Occupation | - Please select ‘Student’ |
| **C** Signature of Applicant and Date | | |
| 9 | 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 | |
| 10 | Title of Parent / Guarantor | - Please select one |
| 11 | 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 |
| 12 | Parent’s / Guarantor’s Name in English | - Please fill in Parent’s / Guarantor’s name in English as shown in his/her HKID Card |
| 13 | Parent’s / Guarantor’s HKID Card No. | - Please fill in Parent’s / Guarantor’s HKID Card No. |
| 14 | 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) |
| 15 | Parent’s / Guarantor’s Telephone No. | - Please fill in Parent’s / Guarantor’s (1) home telephone no. and/or (2) mobile phone no. / office telephone no. |
| 16 | Signature of Parent / Guarantor and Date | - To be signed by Parent / Guarantor  
- Please fill in appropriate date |
Part A

Applicant

1. Mr
2. Mrs
3. Miss
4. Ms

Name in Chinese: 蘇芷慧
Surname: LO
Other Names: TSE WA

Date of Birth: 21/12/2011

HKID Card No.: 83241671

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

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

Residential Address in Hong Kong:
PLAT H, 16 F, TOWER 1, PHASE 1, THE BELCHERS,
99 POK FU LAM ROAD, H.K.

Telephone No.: 2392348 (Home)

Occupation:
1. Student
2. Employed
3. Housewife
4. Retired
5. Others

District:

Signature of Applicant: Lo Tsz Wai

Date: 18/11/2018
丁部 (擔保書)  
Part D (Guarantee)  

擔保人  
Guarantor  

<table>
<thead>
<tr>
<th>1</th>
<th>先生 Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>太太 Mrs</td>
</tr>
<tr>
<td>3</td>
<td>小姐 Miss</td>
</tr>
<tr>
<td>4</td>
<td>女士 Ms</td>
</tr>
</tbody>
</table>

中文姓名  
Name in Chinese  
盧家華  

英文姓名  
Name in English  
Loi LAI HAI  

姓氏  
Surname  
Loi  

名  
Name  
LAI  

Other Names  
HAI  

香港身份證號碼  
HKID Card No.  
C 4772152 (3)  

香港住址  
Residential Address in Hong Kong (If different from the Applicant’s)  

電話號碼  
Telephone No.  
(住宅 Home) 2389 2348  
(可選擇是否填填 Optional) 6433 2775  

蓮步室  
Signature of Guarantor  

個人資料聲明  
(a) In this application form, your personal data 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 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 Library 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  
Notes on Application for Using Smart Identity Card as Library Card  

年滿 18 歲人士  
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 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.  

仍未滿 18 歲人士  
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 must 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 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.  

借書數量  
Borrowing limit  
After completion of the application procedure, applicant can use the Smart Identity Card to borrow up to a maximum of 8 items of library materials for a period of 14 days.  

遺失身份證適用身份證  
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, file report the loss by telephone to the Hong Kong Public Libraries in order to prevent unauthorised use of the lost card.  

變更個人資料  
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/