INTRODUCTION

The Leisure and Cultural Services Department (LCSD) of the Hong Kong Special Administrative Region Government provides free public library services in Hong Kong to meet community needs for information, informal education and the profitable use of leisure, as well as to promote the literary arts in Hong Kong. It also manages the Books Registration Office.

The Hong Kong Public Libraries system provides a network of 66 public libraries: 39 libraries in the urban area and 27 libraries in the New Territories, including 8 mobile libraries. Services provided by the libraries include free lending of library materials, children's library service, newspapers and periodicals service, reference and information services, students' study room, computer and information centre, multi-media service, outreach programmes and block loan service.

香港特別行政區康樂及文化事務署(康樂文化署)負責提供免費的公共圖書館服務，以滿足社會人士對資訊、工餘進修及善用餘暇的需求，並致力推廣文學藝術及管理書籍註冊組。

香港公共圖書館系統共有六十六間圖書館。市區有三十八間，新界區有三十七間，包括四間流動圖書館。為市民提供圖書館資料外借服務。圖書館服務，如圖書館服務、報刊雜誌閱覽服務、參考及資訊服務。學生自修室、電腦資訊中心、多媒體資料服務、展覽活動及圖書館服務。
Preparation for the Hong Kong Central Library in Moreton Terrace, Causeway Bay is now in full swing. The new library with a gross floor area of 33,800 square metres is scheduled for opening in early 2001. It will be the main library of the Hong Kong Public Libraries and an information centre in Hong Kong. Major facilities of the Central Library will include Multi-media Digital Library, Arts Library, Central Reference Library with 6 subject departments, Hong Kong Literature Room, Reference Enquiry Centre, Newspapers and Periodicals Reading Rooms, Microform Reading Room, Audio-visual Library, Multi-media Production Room, Map Library, Music Practice Room, Adult Lending Library, Young Adult Library, Children Library incorporating a Multi-media Room and Toy Library, Extension Activities Rooms, Lecture Theatre and Exhibition Gallery.
The library system's collection extends over the whole spectrum of knowledge and covers materials in English and Chinese for people of all ages, occupations and interests.

The libraries have a total of 7.8 million items of library materials including books, video cassettes, audio cassettes, gramophone records, slide sets, compact discs, video discs, microforms, maps, learning kits, computer programs and Compact Disc-Read Only Memory (CD-ROM) databases. Some of these library materials may be borrowed while others are for use in the libraries. In addition, the libraries subscribe to over 5,000 titles of local and overseas newspapers and periodicals.
Facilities & Services

Adult and Children Lending Services

With the exception of the specialized Arts Library, all libraries provide separate adult and children lending libraries. In addition to a wide range of fiction and information books, including some in large print format, the libraries also provide audio cassette tapes and compact discs for home lending.

Library materials are lent out only to registered members. Residents of Hong Kong may apply for a free library card at any libraries. Visitors may also apply for library cards by paying a deposit or having an adult resident of Hong Kong to be their guarantor. Each library card is entitled to borrow a maximum of five items of library materials, each from the libraries for a period of 2 weeks.

Assistant Librarians are on duty at the reader's advisory desks to assist readers in the use of OPAC (Online Public Access Catalogue) and locating the books they want, and to provide guidance in their choice of materials.
參考及資訊服務

大會堂公共圖書館、九龍公共圖書館、沙田公共圖書館、荃灣公共圖書館及屯門公共圖書館均設有參考圖書館。這些圖書館存有豐富的參考資料及三十多個獨特的珍藏。

為滿足香港市民對資訊的殷切需求，各參考圖書館已裝有區域電腦網絡，供讀者查閱儲存於九千一百多套唯讀記憶光碟數據庫的資料。

作為一個大都會的主要圖書館，大會堂公共圖書館已獲指定為9個國際性組織的收藏圖書館，包括亞洲開發銀行、歐洲聯盟、國際勞工組織、國際海事組織、聯合國、聯合國教科文組織、世界銀行、世界貿易組織及世界糧食計劃署。

此外，大會堂圖書館亦設有「香港特別行政區基本法特藏」，為市民提供特別行政區各類有關基本法的參考資料，例如剪報、法庭判詞、書籍及多媒體資料等。

各參考圖書館內均有專業的圖書館館長當值，協助讀者搜尋資料及解答有關的查詢。

Reference and Information Services

Reference and information services are provided at the 5 major libraries - the City Hall, Kowloon, Sha Tin, Tsuen Wan and Tuen Mun Public Library. These libraries have comprehensive collections of reference materials and some 30 special collections.

To meet the increasing information needs of the residents of Hong Kong, the reference libraries have been installed with local area networks for readers to search a wide range of online as well as information databases stored on CD-ROMs. Over 9,100 CD-ROMs are currently available for public use.

In recognition of its role as a major metropolitan library, the City Hall Public Library has been designated as the depository library in Hong Kong for nine international organizations, namely, Asian Development Bank, European Union, International Labour Organization, International Maritime Organization, United Nations, United Nations Educational, Scientific and Cultural Organization, World Bank, World Trade Organization and World Food Programme.

Besides, a special collection on the "Basic Laws of Hong Kong Special Administrative Region" has also been housed in the City Hall Public Library. This collection provides various kinds of reference materials including newspapers clippings, court judgment, books and multimedia materials on Basic Laws.

Professional librarians are on duty in the reference libraries to assist readers' in their search for information and answering their reference enquiries.
Multi-media Service

Computer and Information Centres are provided at 5 major and 2 district libraries. All other district and small libraries are provided with multi-media workstations for access to Internet and multi-media databases. Audio-visual libraries are also provided in the major and district libraries.

Library Automation

Both the libraries in the urban and New Territories have been computerized. Online catalogue search, renewal of borrowed items and reservation of library materials are available through the Internet 15 hours a day.

Works are in hand to integrate and upgrade the existing library automation systems in late 2000. The new system will be one of the world's largest computerization systems with Chinese and English capability. It will have an initial provision of over 1,500 terminals to provide 24-hour Internet access daily for search of catalogues of local and overseas libraries as well as information in a wide range of database; automated renewal of loan of library materials and reservation of library materials. Self-charging terminals have been installed at the City Hall and Kowloon Public Library and will be installed at all libraries to allow readers to borrow books by themselves.
A digital library system is being installed in the Hong Kong Central Library to tie in with its opening. It will provide audio and video on demand, CD-ROM and Online search and document viewing services. The digital library collection will include a wide range of materials such as old newspapers, books, photographs, maps, government documents, posters and house programmes. For effective sharing of resources, the digital library services will be extended to major and district libraries and made available for remote access by the general public.
Comprehensive newspapers and periodicals service is provided at the 5 major libraries. Special collection of periodicals pertaining to various arts subjects is available at the Arts Library. In addition to current titles, these libraries also house back files of a large number of newspapers and periodicals in microforms for readers to make retrospective searches.

Newspapers and periodicals reading sections are also provided in all district libraries and some of the small libraries. All the children's libraries also house a good selection of children's magazines. Back issues of selected periodicals are available for loan in some district libraries.

A wide selection of useful indexes and full text of newspapers and periodicals are available at the reference libraries and on the library system's local CD-ROM network.
Support of Life-long Learning

In support of life-long learning, the libraries jointly collaborate with the Education Department to arrange block registration for library cards at schools. Course materials of the Hong Kong Open University are deposited in the public libraries for public reference. The public libraries also provide supporting library services for the "Springboard" project, a bridging programme for secondary school leavers and adult learners funded by the Education & Manpower Bureau and 10 Tertiary Institutions in Hong Kong. Plans are also in hand to set up an education resource centre at the Kowloon Public Library.
Outreach Programmes and Promotion of Literary Arts

Outreach programmes form an integral part of library services. Educational and recreational programmes such as children's hours, book displays and exhibitions, subject talks, interest clubs, organized group library visits, user education sessions for Online Public Access Catalogue, Online Database, Internet and CD-ROM search are regularly organized at the libraries to promote the use of library facilities, inculcate life-long reading habits and enhance the public appreciation of the importance of free access to up-to-date information.

A reading programme has been organized since 1984 to encourage young people to cultivate regular reading habits. Activities such as book talks, oral book reports, workshops on reading skills and meet-the-author sessions are held regularly for programme members.

The libraries play an active role in the promotion of literary arts in Hong Kong. A number of regular literary competitions, including the Awards for Creative Writing in Chinese, the Chinese Poetry Writing Competition, Hong Kong Biennial Awards for Chinese Literature, Competition on Story Writing in Chinese for Students as well as the Hong Kong Literature Festival and the Writer-in-Residence Programme are presented by the libraries on a regular basis. In addition, 88 Chinese literary books have been published by the libraries since 1980.
### Service to the Disabled

The Libraries provide a range of services and facilities for people with disabilities. Adequate access for the disabled is provided in all new libraries and most of the existing libraries. A hotline for people with disabilities is also provided.

**Block loans are arranged for organizations for the disabled.** Since 1994, the Libraries have arranged permanent loan of 426 braille books, 199 audio CD and 3,436 cassette tapes including talking books to the Hong Kong Society for the Blind.

Large print collection of English fiction is provided at 5 major libraries for the visually impaired and elderly readers. In addition to the reading machine for the blind and colour image magnifier are available at both the City Hall and Kowloon Public Library, computer software and equipment such as Refreshable Braille Display Unit, English Voice Synthesizer Software, Computer Magnification Software and Cantonese and English Voice Synthesizer Software are installed in the major and district libraries to facilitate the use of computer facilities by the visually impaired readers.

### Block Loan Service

The libraries provide block loan of books and audio cassettes to non-profit making organizations, rehabilitation and penal institutions, homes for the aged and the physically handicapped with the aim to extend the provision of library service to members of the community who, for various reasons, are unable to gain free access to normal library services. Block loan service is also provided to schools.
**Students' Study Room**

To assist students in their studies and examinations, study rooms are provided in the major and district libraries. To meet the needs of students during examination period, the opening hours of these study rooms are extended between March to May each year.

**Books Registration Office**

The main functions of the Books Registration Office are to preserve Hong Kong's cultural heritage through registration of local publications and to monitor the use of the International Standard Book Number (ISBN) system. A quarterly "Catalogue of Books Printed in Hong Kong" based on the publications deposited is published by the Books Registration Office in the Hong Kong Government Gazette Supplement No. 4.
## Library Profile

<table>
<thead>
<tr>
<th><strong>Number of Libraries</strong></th>
<th><strong>Major Library</strong></th>
<th><strong>District Library</strong></th>
<th><strong>Small Library</strong></th>
<th><strong>Mobile Library</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>主要圖書館</strong></td>
<td>5</td>
<td>25</td>
<td>28</td>
<td>8</td>
</tr>
<tr>
<td><strong>分區圖書館</strong></td>
<td></td>
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<td></td>
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<tr>
<td><strong>小型圖書館</strong></td>
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<tr>
<td><strong>流動圖書館</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Library Stock</strong></th>
<th><strong>Books</strong></th>
<th><strong>Multi-media materials</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>書籍</strong></td>
<td>7,248,370</td>
<td>591,364</td>
<td>7,839,734</td>
</tr>
<tr>
<td><strong>多媒體資料</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>總數</strong></td>
<td></td>
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</tbody>
</table>

| **Number of library materials issued** | **32,438,135** |

| **Number of reference books consulted** | **2,866,068** |

| **Number of reference enquiries handled** | **920,321** |

| **Total number of registered borrowers** | **2,303,335** |

| **Number of extension activities organized** | **13,366** |

| **Attendance of extension activities** | **8,489,562** |

<table>
<thead>
<tr>
<th><strong>Books Registered</strong></th>
<th><strong>Books</strong></th>
<th><strong>Periodicals</strong></th>
<th><strong>ISBN issued</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9,666</td>
<td>9,950</td>
<td>371</td>
</tr>
</tbody>
</table>

截至2000年3月31日
As at 31 March 2000
Hong Kong Island
Central & Western District
City Hall Public Library
Smithfield Public Library
Shek Tong Tsui Public Library

East District
North Point Public Library
Chai Wan Public Library
Electric Road Public Library
Quarry Bay Public Library
Yiu Tung Public Library

Southern District
Aberdeen Public Library
Ap Lei Chau Public Library
Pok Fu Lam Public Library

Wan Chai District
Wong Nai Chung Public Library
Lockhart Road Public Library

Kowloon
Kowloon City District
Kowloon Public Library
Kowloon City Public Library
To Kwa Wan Public Library
Hung Hom Public Library

Kwun Tong District
Ngau Tau Kok Public Library
Sau Mau Ping Public Library
Shun Lee Estate Public Library
Shui Wo Street Public Library
Lam Tin Public Library

Sham Shui Po District
Un Chau Street Public Library
Pak Tin Public Library
Po On Road Public Library
Lai Chi Kuk Public Library

Wong Tai Sin District
Ngau Chi Wan Public Library
San Po Kong Public Library
Tsz Wan Shan Public Library
Lok Fu Public Library
Lung Hing Public Library
流動圖書館 (8 輛)

Mobile Libraries (8 nos.)
公共圖書館互聯網服務
Public Library Services on Internet
網址 Website: www.lcsd.gov.hk

電話續借服務：
Telephone Renewal Service:

香港及九龍區公共圖書館
Libraries in Hong Kong and Kowloon Regions
2827 2833

新界區公共圖書館
Libraries in New Territories Region
2698 0002

圖書館服務查詢電話
Library Services Enquiry
2921 0208
Hong Kong Public Libraries
Telephone Renewal and Borrower Record Enquiry Services

Telephone
2698 0002
2827 2833

For enquiries, please approach any Hong Kong Public Libraries or call 2879 5565 during office hours.

Notes for the Telephone Renewal Service

★ The operating hours of the telephone renewal service are from 7:30 a.m. to 2:00 a.m. the next morning.

★ The system will respond with a new due date for every item of library material successfully renewed.

★ Every accompanying item (e.g. floppy disk, CD-ROM etc.) that comes with the library material must be renewed separately.

★ Library materials CANNOT be renewed by telephone if:

    ★ they are already reserved by another reader;
    ★ they have been renewed repeatedly for 5 times;
    ★ they are overdue;
    ★ the borrower's library record has outstanding fines exceeding the limit.

★ Readers are requested to renew the library material(s) at least one working day before the due date to allow time for renewing or returning the library material(s) in person at a nearby Hong Kong Public Libraries should the renewal by telephone is unsuccessful.

★ For enquiries, please call 2879 5565 during office hours.
Readers may now renew library materials or enquire their borrowing records through telephone 2827 2833 / 2698 0002 daily from 7:30a.m. to 2:00a.m. the next morning.

How to Renew or Enquire Borrowed Library Materials by Telephone

1. Dial 2827 2833 / 2698 0002 with a touch tone telephone
2. Enter your library card number and press 
3. Select language 1 for Cantonese 
   2 for Putonghua 
   3 for English
4. Enter your PIN (Personal Identification Number) or the last four digits of your home telephone number and press 
5. Select 1 to renew library materials 
   2 to enquire on borrowed library materials 
   4 to enquire on outstanding charges 
   # to repeat the instructions 
   5 to end the service
6. If you wish to renew library material(s), please note the number of borrowed items reported by the system and then select one of the following renewal methods:
   - Press 1 Renew library material(s) by entering barcode number(s)
     - Enter the barcode number of the library material you wish to renew and then press 
     - Select 1 confirm to renew the item
     - Select 2 re-enter the barcode number for item renewal
     - Follow the above steps to renew another item
   - OR press # to quit and go back to service selection options
   - Press 2 Renew all borrowed items
     - Confirm to renew all items
     - Quit the renewal all process and go back to service selection options.

電話續借及讀者紀錄查詢服務

讀者可於每日上午七時三十分至翌日上午二時，透過電話 2827 2833 / 2698 0002 續借圖書館資料及查詢讀者紀錄。

怎樣使用電話續借及讀者紀錄查詢服務

1. 利用音頻式電話，按入電話號碼 2827 2833 或 2698 0002

2. 輸入你的圖書證號碼，然後按 #

3. 選擇語言，按
   1. 廣東話
   2. 普通話
   3. 英語

4. 輸入你的個人密碼或住宅電話號碼的最後四個數字，然後按 #

5. 選擇服務，按
   1. 續借圖書館資料
   2. 查詢已借出圖書館資料紀錄
   3. 查詢未繳交款項
   4. 重複指示
   5. 離開

6. 如選擇續借圖書館資料，請留意系統報讀你已借出的圖書館資料的數目，然後選擇續借方法:

   按 1 按圖書館資料上的條碼編號續借
   >> 請輸入你需要續借的圖書館資料上的條碼編
   >> 輸，然後按 #
   >> 選擇 1 確認辦理續借手續
   >> (留意系統報讀的新交還日期，以確定續借手續已經完成)
   >> 2 重新輸入條碼編號
   >> 你可依照上述步驟續借另一項資料
   >> 或按 # 離開並返回選擇服務選項

   按 2 續借所有未交還的圖書館資料
   按 1 確認辦理續借手續
   (留意系統報讀 每項資料的條碼編號及
   其新交還日期，以確定續借手續已經完成)
   按 6 終止續借手續並返回選擇服務選項
請向各香港公共圖書館，或於辦公時間內致電 2879 5565查詢。

使用電話續借服務須知

★ 電話續借服務時間為每日上午七時三十分至翌日上午二時。

★ 每項資料續借手續完成後，系統會報讀新交還日期。

★ 每項資料的附件（如電腦磁碟、唯讀光碟等），必須分別續借。

★ 在下列情況下，電話續借服務不能進行：

※ 需要續借的圖書館資料已被其他讀者預約；
※ 需要續借的圖書館資料已經連續續借了五次；
※ 需要續借的圖書館資料逾期未歸還；或
※ 圖書證紀錄內的積欠罰款已超越限額。

★ 讀者請在資料到期交還前最少一個工作天辦理電話續借手續，以便資料因上列情況不能續借時，仍可親自到就近的香港公共圖書館辦理續借或歸還資料手續。

★ 如有任何查詢，請於辦公時間內致電 2879 5565。
Hong Kong Public Libraries
Telephone Renewal and Borrower Record Enquiry Services

Telephone

Hong Kong Island &
Kowloon Districts
2827 2833

New Territories &
Outlying Islands
2698 0002

For enquiries, please approach any Hong Kong Public Libraries or call 2879 5565 (Hong Kong Island & Kowloon Districts) / 2920 3105 (New Territories & Outlying Islands) during office hours.

Notes for the Telephone Renewal Service

★ The operating hours of the telephone renewal service is 8:30 a.m. to 11:30 p.m.

★ The system will respond with a new due date for every item of library material successfully renewed.

★ Every accompanying item (e.g. floppy disk, CD-ROM etc.) that comes with the library material must be renewed separately.

★ Library materials CANNOT be renewed by telephone if:
  ★ they are already reserved by another reader;
  ★ they have been renewed repeatedly for 5 times;
  ★ they are overdue;
  ★ the borrower's library record has outstanding fines exceeding the limit.

★ Readers are requested to renew the library material(s) at least one working day before the due date to allow time for renewing or returning the library material(s) in person at a nearby Hong Kong Public Libraries** should the renewal by telephone is unsuccessful.

** Library materials belonging to libraries in urban areas can only be returned to Public Libraries in Hong Kong Island or Kowloon districts.
  Library materials belonging to libraries in New Territories and Outlying Islands can only be returned to Public Libraries in New Territories or Outlying Islands.

★ For enquiries, during office hours, please call:
  2879 5565 (Hong Kong Island & Kowloon Districts)
  2920 3105 (New Territories & Outlying Islands Districts)
Readers may now renew library materials or enquire their borrowing records through telephone 2827 2833 (Hong Kong Island & Kowloon districts) / 2698 0002 (New Territories & Outlying Islands) daily from 8:30a.m. to 11:30p.m.

How to Renew or Enquire Borrowed Library Materials by Telephone

1. Dial 2827 2833 (Hong Kong Island & Kowloon districts) / 2698 0002 (New Territories & Outlying Islands) with a touch tone telephone

2. Enter your library card number and press #

3. Select language
   - 1 for Cantonese
   - 2 for Putonghua
   - 3 for English

4. Enter your PIN (Personal Identification Number) or the last four digits of your telephone number and press #

5. Select
   - 1 to renew library materials
   - 2 to enquire on borrowed library materials
   - 4 to enquire on outstanding charges
   - # to repeat the instructions
   - * to end the service

6. If you wish to renew library material(s), please note the number of borrowed items reported by the system and then select one of the following renewal methods:
   - Press 1 Renew library material(s) by entering barcode number(s)
     ▶ Enter the barcode number of the library material you wish to renew and then press #
     ▶ Select 1 confirm to renew the item (note the new due date of the item successfully renewed)
     ▶ Select 2 re-enter the barcode number for item renewal
     ▶ Follow the above steps to renew another item
     OR press # to quit and go back to service selection options
   - Press 2 Renew all borrowed items
     Press 1 confirm to renew all items (note the barcode number and new due date of each item successfully renewed)
     Press * quit the renewal all process and go back to service selection options.
電話續借及讀者紀錄查詢服務

讀者可於每日上午八時三十分至晚上十一時三十分，透過電話
2827 2833 (港島及九龍區) / 2698 0002 (新界及離島區)續借圖
書館資料及查詢讀者紀錄。

怎樣使用電話續借及查詢讀者紀錄服務

1. 利用音頻式電話，按入電話號碼 2827 2833 (港島及九龍區)
   2698 0002 (新界及離島區)

2. 輸入你的圖書證號碼，然後按 #

3. 選擇語言，按
   1. 廣東話
   2. 普通話
   3. 英語

4. 輸入你的個人密碼或電話號碼最後四個數字，然後按 #

5. 選擇服務，按
   1. 繼借圖書館資料
   2. 查詢已借出圖書館資料紀錄
   3. 查詢未繳交款項
   4. 重複指示
   5. 離開

6. 如選擇續借圖書資料，請留意系統報讀你已借出的圖書館資料的數目，
   然後選擇續借方法：

按 1
按圖書館資料上的條碼編號續借
   ▶ 請輸入你需要續借的圖書館資料上的條碼編
   號，然後按 #
   ▶ 選擇
     1. 確認辦理續借手續
        （留意系統報讀的新交還日期，以確定續借手續已經完成）
     2. 重新輸入條碼編號

按 2
續借所有未交還的圖書館資料
按 1
確認辦理續借手續
（留意系統報讀每項資料的條碼編號及
其新交還日期，以確定續借手續已經完成）
按 * 終止續借手續並返回選擇服務選項
使用電話續借服務須知

★ 電話續借服務時間為每日上午八時三十分至晚上十一時三十分。

★ 每項資料續借手續完成後，系統會報讀新還還日期。

★ 每項資料的附件（如電腦磁碟，唯讀光碟等），必須分別續借。

★ 在下列情況下，電話續借服務不能進行：

   ※ 需要續借的圖書館資料已被其他讀者預約；
   ※ 需要續借的圖書館資料已經連續續借了五次；
   ※ 需要續借的圖書館資料逾期未歸還；或
   ※ 圖書證紀錄內的積欠罰款已超越限額。

★ 讀者請在資料到期還還前最少一個工作天辦理電話續借手續，以便資料因上列情況不能續借時，仍可親自到就近的香港公共圖書館**辦理續借或歸還資料手續。

** 屬於港島及九龍區公共圖書館的資料必須在港島及九龍區內的圖書館辦理續借或歸還手續；

** 屬於新界及離島區公共圖書館的資料必須在新界及離島區內的圖書館辦理續借或歸還手續。

★ 如有任何查詢，請於辦公時間內致電：

☎ 2879 5565 (港島及九龍區)
☎ 2920 3105 (新界及離島區)
How to reserve library materials through the Internet

1. Access the home page of Hong Kong Public Libraries at:

   http://www.lcsd.gov.hk/CE/Library

2. Select (Library Catalogue) from the Main Menu

3. Select a library material type, e.g. books or media resources

4. Select one search option, e.g. search by title, click (Title) and then enter a title following the instructions on screen

5. When the list of titles is shown, click on the title of the item that you require for displaying the full record

6. Check the edition and year of publication, and then click (Make a Reservation)

7. Choose your pick up location

8. Enter your library card number

9. Enter your PIN (Personal Identification Number) or the last four digits of your home telephone number, then click (Submit Request)

10. Note the response of the system to confirm if the hold request has been successfully placed. If No Holds Permitted is displayed, please refer to the "Notes for Reservation Service through the Internet"

11. To reserve another title, click (Click Here to Continue) or click (Exit) to end the reservation service

12. The library will inform you by mail when the library material is ready for collection (If you have changed your address, please update the information at the library counter)

For enquiries, please contact the library at which the reserved item is to be picked up
Notes for the Reservation Service through the Internet

* Reader should ensure his/her registered address is correct before making reservation.

* The operating hours of the reservation service through the Internet are from 7:30 a.m. to 2:00 a.m. the next morning.

* Only library materials that have been checked-out can be reserved.

* Please note the response of the system to confirm if the hold request has been successfully placed.

* Reader can reserve a maximum of 6 items of library materials.

* Reader can check his/her reservation(s) in "Borrower Record Enquiry".

* A fee of $2.50 will be charged for the reservation of one item of library material. The reservation fee has to be paid once the requested item(s) is/are available for collection.

* Library materials CANNOT be reserved through the Internet if:
  - reader has already reserved 6 items;
  - the borrower's library record has outstanding fines exceeding the limit; or
  - the items of library materials are reference materials, audio-visual library materials or on-shelf.

* Readers who wish to reserve books comprising of different volumes; belonging to part(s) of a series or with accompanying computer software are requested to approach library staff for assistance.
使用網上預約服務須知

* 請於預約圖書館資料前，確保已登記的通訊地址正確。

* 網上預約圖書館資料服務時間為每日上午七時三十分至翌日上午二時。

* 讀者只可預約已借出的圖書館資料。

* 請留意螢幕顯示以確定預約申請已被接納。

* 每位讀者最多可預約六項圖書資料。

* 讀者可於「讀者紀錄查詢」中覆核已經預約的圖書資料。

* 預約每項圖書館資料的費用為二元五角。無論讀者是否到取成功預約的圖書館資料，都必須繳付預約費用。

* 在下列情況下，網上預約服務不能進行：
  • 讀者已預約六項圖書資料；
  • 圖書證記錄內的積欠罰款已超越限額；或
  • 需預約的圖書資料屬參考資料、視聽圖書資料或在館內架上。

* 某些書籍包含不同冊數，或屬叢書的一部份，又或附有電腦軟件等，讀者如需預約這類書籍，請向館員查詢。
怎樣使用「互聯網」預約圖書館資料

1. 進入香港公共圖書館網頁：http://www.lcsd.gov.hk/CE/Library

2. 於主畫面按 圖書館聯機目錄

3. 選擇圖書館資料類別；例如書或媒體資料

4. 選擇其中一項檢索方法；例如知道書名，可選書名，然後依指示輸入所需書籍的名稱

5. 螢幕會開列若干書名，按一下所需書籍的書名以顯示詳細書目和館藏現況

6. 核對版本及出版日期正確後按 預約資料

7. 選擇取書地點

8. 輸入你的圖書證號碼

9. 輸入你的個人密碼（PIN）或住宅電話號碼的最後四個數字，然後按 遞交預約申請

10. 請留意螢幕顯示以確定預約申請已被接納。若螢幕顯示「館藏不准預約」，請參考「使用網上預約服務須知」

11. 如需預約另一項資料，請選取 按此鍵以繼續 ；或選取 離開 以結束預約服務

12. 當預約資料運抵指定取書地點後，圖書館會以書面通知你前往借閱（若通訊地址不正確，請盡快到圖書館辦理更改手續，以免郵誤）

如有查詢，請與預約取書的圖書館聯絡。
怎樣使用網上續借服務

1. 進入香港公共圖書館網頁： http://www.lcsd.gov.hk/CE/Library

2. 於主畫面中按 維修圖書館資料服務

3. 輸入你的圖書證號碼

4. 輸入你的個人密碼 (PIN) 或
住宅電話號碼的最後四個數字，然後按 進入

5. 選取 借出館藏

6. 選擇需要續借的圖書館資料，然後按 維修
或按 全部維修 以維修所有未交還的資料

7. 請留意畫面顯示的新交還日期，以確定維修手續已經完成

8. 選取 離開 以結束維修服務
使用網上續借服務須知

◆ 網上續借服務時間為每日上午七時三十分至翌日上午二時。

◆ 每項資料的續借手續完成後，畫面會顯示新交還日期。

◆ 每項資料的附件（如電腦磁碟、唯讀光碟等），必須分別續借。

◆ 在下列情況下，網上續借服務不能進行：

  * 需要續借的圖書館資料已被其他讀者預約；
  * 需要續借的圖書館資料已經連續續借了五次；
  * 需要續借的圖書館資料逾期未歸還，或
  * 圖書證紀錄內的積欠罰款已超越限額。

◆ 讀者請在資料到期歸還前最少一個工作天辦理網上續借手續，以便資料一旦因上述情況未能續借時，仍可親自到就近的香港公共圖書館辦理續借或歸還資料手續。

◆ 如有任何查詢，請於辦公時間內致電 2879 5565。
Notes for the Renewal Service

♦ The operating hours of the renewal service through the Internet are from 7:30 a.m. to 2:00 a.m. the next morning.

♦ A new due date will be displayed for every item of library material successfully renewed.

♦ Every accompanying item (e.g. floppy disk, CD-ROM etc.) that comes with the library material must be renewed separately.

♦ Library materials CANNOT be renewed through the Internet if:

  * they are already reserved by another reader;
  * they have been renewed repeatedly for 5 times;
  * they are overdue; or
  * the borrower's library record has outstanding fines exceeding the limit.

♦ Readers are requested to renew the library material(s) at least one working day before the due date to allow time for renewing or returning the library material(s) in person at a nearby Hong Kong Public Libraries should the renewal through the Internet is unsuccessful.

♦ For enquiries, please call 2879 5565 during office hours.
How to renew borrowed library materials through the Internet

1. Access the home page of Hong Kong Public Libraries at:
   
   http://www.lcsd.gov.hk/CE/Library

2. Select Renewal of Library Materials from the Main Menu

3. Enter your library card number

4. Enter your PIN (Personal Identification Number) or the last four digits of your home telephone number, then click Log In

5. Select Items Out

6. Select the library material(s) you wish to renew and then click Renew or click Renew All to renew all borrowed items

7. Note the new due date of the item(s) successfully renewed

8. Select Exit to end the renewal service
### Reservation of Library Materials

**(Only applicable to public libraries in the urban areas only)**

<table>
<thead>
<tr>
<th>索書號：</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class No.</td>
</tr>
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</table>

**Title:**

- Some books contain different volumes, or a part of the series, or software accompanying the book. Patrons should clearly state their requests.

**Reader's Name:**

**Contact Telephone No.:**

**Library Card No.:**

**Pick-up Location:**

Library

**Notes for the Reservation Service**

- When the reserved library material is available for collection in the pick-up location, a notice will be issued to your registered address. Please make sure that your registered address is correct before making your reservation. If you have changed your address, please update the information at the library counter.
- A fee of $2.5 will be charged for the reservation of each item of library material. The reservation fee has to be paid once the requested item(s) is/are available for collection.
- Patron can reserve a maximum of 5 items of library materials.
- Library materials CANNOT be reserved if:
  - You have already reserved 5 items.
  - The items are Reference Materials or Audio-Visual Library Materials or library materials on-shelf.

**Useful Tips for Reading Material:**

- When the reader reserves the material, a notice will be issued to the reader.
- The reader should ensure that they have notified the library of any changes to their address.
- Each reader can reserve a maximum of 5 items.
- Readers are not allowed to reserve materials in the following circumstances:
  - Award-winning materials.
  - Materials that are not available for collection.

** Patron can reserve library materials at the On-line Public Access Catalogue (OPAC) in the library or through Internet, please see overleaf for details.**
使用圖書館的「聯機公眾檢索目錄」或「互聯網」預約圖書館資料須知

➤  閱讀資料可利用「聯機公眾檢索目錄」或互聯網預約圖書館資料。
   - 聯機公眾檢索目錄：圖書館開放時間
   - 互聯網：上午九時至下午十一時
     (網址：http://www.lcsd.gov.hk/CE/Library/)

➤  閱讀資料只可預約已發出的圖書館資料。

➤  若成功完成預約手續，系統會顯示讀者的通訊地址和取書地點（經由「聯機公眾檢索目錄」終端機進行預約，不能更改取書地點）。

➤  閱讀資料可於「讀者紀錄查詢」中覆核已經預約的圖書館資料。

Notes for the Reservation of Library Materials at the On-line Public Access Catalogue in the library or through Internet

➤  Patron can reserve library materials at the On-line Public Access Catalogue (OPAC) in the library or through Internet:
   - OPAC: library opening hours
   - Internet: 9:00 a.m. – 11:00 p.m.
     (Website: http://www.lcsd.gov.hk/CE/Library/)

➤  Only library materials that have been checked-out can be reserved.

➤  The system will respond with a display of the mailing address of the patron and the pick-up location for every item of library material successfully reserved (The pick-up location cannot be altered if the reservation is done through the OPAC Terminal).

➤  Patron can check his/her reservation in “Borrower Record Enquiry”.