

索閱「館外書庫」的書籍
Request for Library Books from the Off-site Storage

請填寫以下表格，經電郵 libraries@judiciary.hk 或親身遞交至高等法院圖書館，我們將於遞交表格後的3個工作天內通知閣下到取。

Please fill in the form and return it to the High Court Library through email to libraries@judiciary.hk or in person. We shall notify you to collect the requested book(s) within the following 3 working days upon submission of the form.

如有查詢，請電 For enquiry, please call 2867 2412.

注意：每日最多可申請索閱兩本「館外書庫」的書籍。

Note : You may request a maximum of two books from the Off-site Storage per day.

1) 書籍名稱 Title

出版社 Publisher

年份/版次 Year / Edition

冊 Vol (如適用if applicable)

2) 書籍名稱 Title

出版社 Publisher

年份/版次 Year / Edition

冊 Vol (如適用if applicable)

申請人資料 Applicant's information

姓名 Name

(英文 in English / 中文 in Chinese)

圖書證號碼 Library Card No.

當書籍送達高等法院圖書館，請按以下方式通知我：

When the book(s) is/are available for collection at the High Court Library, please notify me :

(請以剔號 ✓ 選擇 Please select by tick ✓)

經電話 by phone

(電話號碼 Phone No.)

經電郵 by email

(電郵地址 Email Address)

簽署 Signature

日期 Date

(電子提交表格無需簽署 Signature is not applicable for electronic fill-in form)

(只供圖書館使用 For Library use only)

Library Ref. No.

/ 20

	Date	Handled by
Application received on		
Book(s) collected from storage on		
Book(s) checked in on		
Deadline for collection of book(s)		
Reader is informed on		

收集個人資料聲明

收集資料目的

1. 填報於本表格內的個人資料，將用作處理你的新圖書證申請 / 補領圖書證申請 / 更改個人資料申請 / 借取書籍授權、編算有關圖書館的使用統計資料，以及備存一份完整的讀者記錄。
2. 於本表格提供個人資料是純屬自願。如果你沒有提供足夠資料，本館未必能夠處理你的申請。

接受資料轉交的部門/人士

3. 沒有。

查閱個人資料

4. 根據香港法例第 486 章《個人資料(私隱)條例》，你有權要求查閱及更改在申請時提供的個人資料。
5. 如果你要查閱個人資料，便須填妥個人資料私隱專員根據《個人資料(私隱)條例》第 67 條所指明的「查閱資料要求表格」。表格可於 https://www.judiciary.hk/doc/zh/other_information/access/jud39c.pdf 下載，亦可於司法機構各詢問處索取。
6. 你的查閱權包括在繳交按照庫務署署長所公佈的費用後，索取你所提供的個人資料的副本。

查詢

7. 有關填報於本表格的個人資料查詢，包括需要查閱及更正，請向以下負責人員提出：

香港金鐘道 66 號金鐘道政府合署高座 1 樓
高等法院圖書館
圖書館館長(運作及參考)
查詢電話: 2867 2412

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided in this form will be used for processing your application for a new library card/ a replacement library card/change of personal data/authorization for borrowing books, compiling library usage statistics and maintaining a complete readers' record.
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

3. Nil

Access to Personal Data

4. You have a right to request access to and correction of your personal data provided in the application in accordance with the Personal Data (Privacy) Ordinance (Cap.486).
5. You should make your access request by completing the Data Access Request Form specified by the Privacy Commissioner for Personal Data under section 67 of the Personal Data (Privacy) Ordinance. The Form is accessible at https://www.judiciary.hk/doc/en/other_information/access/jud39e.pdf and available at all enquiry counters of the Judiciary.
6. Your right of access includes the right to obtain a copy of your personal data provided in the application subject to payment as promulgated by the Director of Accounting Services.

Enquiries

7. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Librarian (Operations & Reference)
High Court Library
1/F, High Block, Queensway Government Offices
66 Queensway, Hong Kong
Enquiry Tel: 2867 2412