

## 圖書館規則

### General Regulations

1. 學生在圖書館內必須遵守本規則，並服從圖書館老師及管理員的指示。  
All students should abide by the Library Regulations and follow any other instructions from the Teacher-Librarian and the student-librarians on the use of the Library.
2. 違規者將受處分。  
Offenders will be punished.
3. 學生必須自覺保持圖書館清潔整齊，不准攜帶食物或飲品進入本館。  
All Library materials must be kept clean and in good condition. Food or drinks are not permitted inside the Library.
4. 學生進入圖書館後，請將書包放在書包架上。  
All schoolbags should be put on the shelves.
5. 在圖書館內應保持安靜，不可高聲討論、喧嘩、嬉戲、追逐及睡覺。  
Silence must be maintained in the Library. Playing, sleeping and talking aloud are not allowed.
6. 嚴禁塗污或撕毀任何館藏（例如書籍、報紙、雜誌）。  
Students found mutilating or defacing Library materials such as books, newspapers and serials will be severely penalized.
7. 嚴禁破壞館內任何資源。  
Damaging Library resources or facilities is not allowed.
8. 未經圖書館老師同意，不可私自移動圖書館內之設備，如桌、椅、櫃等。  
Tables, chairs and shelves should not be removed from their original positions without the Teacher-Librarian's approval.
9. 看完的圖書請放回書車；看完的報章、雜誌及多媒體資源請放回原位上  
After reading the books, please place the books on the cart, and other after reading the Newspapers, Serials, and Audio-visual materials, please place these materials at the original position on the shelves.
10. 離開圖書館前，確保把所有私人物品帶離本館。如有遺留，本館將不負責。  
The Library is not responsible for the safe keeping of any belongings left in the Library.

11. 學生必須遵守借還館藏規則。  
All Library users should abide by the Borrowing Rules.
12. 學生必須遵守使用電腦守則。  
All Library users should abide by the Computer Using Rules.
13. 學生必須遵守影印守則及「香港知識產權法」。  
All Library users should abide by the Photocopying Rules and Intellectual Property Laws.
14. 為提高圖書館之服務質素及加強管理，本館可於適當時間內修訂以上規則。  
When necessary, the Library may make amend the above rules to improve Library services and management.

### 借書規則 Borrowing Rules

1. 借書權利 Borrowing privileges
  - i. 學生須出示學生證到借書處辦理借書手續。  
All students must use their Student ID Cards to borrow library materials at the Circulation Counter.
  - ii. 不可轉借學生證給他人使用。  
Student ID Cards cannot be transferred to, or used on behalf of, other persons.
  - iii. 教職員工可使用教師電腦使用者名稱借閱圖書館資源。  
All teachers and staff can use their computer login name to borrow library materials at the Circulation Counter.
2. 借書限額及期限 Loan quotas & loan periods

借書者 Borrower types	資源 Types of materials	借書期限 Loan days	借書限額 Total no. of items
學生 Students	書籍 Books	14	5
	書籍附送的電腦光碟或磁碟 CD-Rom or floppy with text	14	
	視聽資源 Audio-visual materials	7	
	參考書 Reference books	0	

	會考參考書及試題 Certificate Level reference books & exam past papers	3	
	高考參考書及試題 Advanced Level reference books & exam past papers	3	
	即期雜誌 Current serials	0	
	逾期雜誌 Outdated serials	14	
	報紙 Newspapers	0	
教職員工 Teachers & Staff	書籍 Books	28	30
	書籍附送的電腦光碟或磁碟 CD-Rom or floppy with text	28	
	視聽資源 Audio-visual materials	7	
	參考書 Reference books	0	
	會考參考書及試題 Certificate Level reference books & exam past papers	3	
	高考參考書及試題 Advanced Level reference books & exam past papers	3	
	即期雜誌 Current serials	0	
	逾期雜誌 Outdated serials	28	
	報紙 Newspapers	0	

### 3. 續借 Renewals

在沒有人預約的情況下，所有學生及教職員工可在書籍到期前續借書籍一次。

All students, teachers and staff can renew the above materials once, provided that no hold request has been made for the same item by other users, or the item is not overdue.

### 4. 預借 Holds

預借: 預約者可使用圖書館聯機目錄預留不多於 5 本的展出或已外借的書籍。

Hold: Click "Reserve item" option in the On-line Public Access Catalogue (OPAC). Users can place hold requests for books on display and books which have been checked out by other users. They can request up to 5 items.

取書: 預約者可使用圖書館聯機目錄收到預約提取通知單。當收到通知單後，預約者於五天內可到圖書館提取。

Pick-Up: The pick-up message will be shown in the user's borrowing record in the OPAC. Users can pick up their reserved items in the Library between 5 days.

5. 遺失及損壞書籍 Losses and damages

借書者須妥善保管借出的書籍。如有遺失或損壞，必須購回原書償還或照書價賠償。

Borrowers are responsible for any loss of or damage to items checked out. They may be asked to compensate the items by paying the cost of items or buying new one.

6. 偷竊處分 Punishment of theft of library materials

學生辦理借書手續後，方可攜帶圖書離開，否則當偷竊行爲，交訓輔組處理。

All students must borrow library materials at the Circulation Counter before they leave the Library with these materials; otherwise the case will be treated as shoplifting and the students sent to Disciplinary Panel.

7. 過期還書罰款 Overdue fines

過期還書罰款：每日每本 0.5 元。

Overdue fines: HK\$0.50 per item per day.

### 使用電腦守則

#### Computer Using Rules

使用電腦時，必須遵守本守則。

All students should abide by the Computer Using Rules.

學生須出示學生證到借書處辦理電腦借用手續。

All students must use their Student ID Cards to borrow computers at the Circulation Counter.

不可更改電腦內任何設定，例如桌面圖案、顏色等。

Students are not allowed to change configuration, e.g. the desktop picture, colour and etc.

不可瀏覽及下載任何網上遊戲及意識不良的網頁。

Students are not allowed to browse or download any online game and obscene and violent websites.

圖書館老師及管理員有權禁止違規者使用電腦。

The teacher-librarian and the student-librarians will prohibit any person who has violated the above rules from using the computer.

## 影印守則

### Photocopying Rules

#### 1. 一般守則 General Rules

- 同學必須遵守影印守則及「香港知識產權法」。  
All Library users should abide by the Photocopying Rules and the Intellectual Property Laws.
- 未經圖書館老師許可，不准開關影印機。  
Don't switch on/off the photocopier without the Teacher-Librarian's approval.
- 本機提供 A4 紙及 A3 紙影印。  
A4 types and A3 types of paper are available.
- 請節約用紙。  
Please save paper.
- 如影印機出現故障，請即通知圖書館老師。  
Please inform the Teacher-Librarian immediately of any technical problems with the machine.
- 如影印機沒有紙張，請即通知圖書館老師。  
Please inform the Teacher-Librarian immediately if there is no paper for copying.

#### 2. 學生守則 Student Rules

- 影印收費：A4 紙每張 \$ 0.5、A3 紙每張 \$ 1.0  
The fee for photocopying: A4 papers \$0.5 per piece; A3 papers \$1.0 per piece
- 請自備影印咭。  
Please bring along your card-operated photocopier.