



景嶺書院  
King Ling College  
二零一三至二零一四年度家長通告第六號  
School Notice 6

20TH SCHOOL  
ANNIVERSARY

(本通告已上載於本校網頁 <http://www.kingling.edu.hk>)

24 September 2013

敬啟者：茲有下列重要事項，祈予垂注：

Dear parents,

Here are the items for your immediate attention:

(甲) 第十三屆水運會

本校第十三屆水運會定於10月4日(星期五)假將軍澳游泳池舉行。當天時間安排如下：

(A) The 13<sup>th</sup> Swimming Gala

The 13<sup>th</sup> Swimming Gala will be held at Tseung Kwan O Swimming Pool on 4 October (Friday). The arrangement is as follows:

上午七時五十分 7:50am	入場點名 Roll call
上午八時 8:00am	運動員熱身 Warm up (swimmers)
上午八時三十分 8:30am	開幕禮 Opening ceremony
上午八時四十分 8:40am	比賽進行 Events
下午一時 1:00pm	頒獎及閉幕禮 Closing ceremony
下午一時三十分 1:30pm	散會 Dismissal

水運會當天，全體學生須穿著整齊夏季運動服及運動鞋(下身須穿長牛仔褲或長運動褲)，於上午7:50前抵達將軍澳游泳池集合點名。所有學生須自行前往泳池。

Students must wear summer PE uniform and running shoes (long jeans or long PE pants are allowed). Students should arrive at the venue before 7:50am by themselves.

水運會屬全校活動，全體學生均須參與。請鼓勵及督促貴子弟參與回條中所列活動。如遇身體不適未能出席水運會的學生，需出示醫生證明書(中西醫均可)辦理請假手續，否則當曠課論。Swimming Gala is a mandatory school function. All must attend. Please encourage your child to participate in the events actively. Students who cannot attend the function because of illness should submit a medical certificate (either from Chinese or western physician) on the following school day; a truant note will be marked otherwise.

(乙) 冷氣收費

自1998年本校在全部課室及特別室安裝冷氣設備以來，全體同學得以在舒適的環境中學習，各方面的表現都有所進步，而校方亦得到教育局批准每年兩次向全校學生徵收冷氣費用(用作電費、維修保養及折舊支出)，每人每次收取港幣220元，有經濟困難的同學可向學校申請減半收費(以書簿津貼全額資助及學生正接受「綜援」者為限，表格可向校務處索取，並於10月2日(星期三)前交回校務處收集箱)。本年度第一次冷氣費將於10月7日(星期一)至10月10日(星期四)收集，請貴子弟將款項經由學校入達通卡繳交。

上學期已獲批冷氣半費的同學，下學期不用繳交；獲批半費的中六同學，將獲退款\$110元。

**(B) Air conditioning fee**

Under EDB's approval, the school collects HK\$220 from each student twice a year to foot the bill of electricity and maintenance (families eligible for full fee remission and CSSA may apply for half-remission at the School Office by Wednesday, 2 October). The collection will begin on 7 October (Monday) and will end on 10 October (Thursday); please value-add the amount required, and allow your child to pay through the school Octopus system.

Students who are granted half-remission of air-conditioning fee in the first term do not need to pay in the second term. Form six students will be given a refund of \$110.

**(丙) 申請升學文件及學業成績紀錄**

貴子弟如需申請推薦書、成績表副本、成績紀錄、證明書等文件，請到校務處索取申請表格，填妥後交校務處辦理。各類文件會於十五個工作天內完成。若貴子弟需由本校直接郵寄學生所申報的學校或工作機構，請於申請表上填寫正確地址及連同貼有足夠郵費的回郵信封一併交回。

**(C) Documents for further studies**

If your child needs to apply for letters of recommendation, copy of student report, student records, testimonial, etc., please approach the school office for the application form and submit it to the school office. Please allow 15 working days for preparing the documents after submission. Should direct mailing to the school concerned or working institute be required, a stamped, self-addressed envelope should be enclosed.

**(丁) 校服回收義賣計劃**

為響應循環再用的環保意識，家長教師會舉辦「校服回收義賣計劃」，同學在更換冬季校服時，可將已不稱身的校服如校褸、校服裙、運動服、冷衫等捐贈予家長教師會。經家長義工整理後，以低廉價錢售予有需要同學，並會發出收據以作證明，所得款項將連同家長義賣日善款一併捐予香港公益金，造福社群。如蒙捐贈，同學可將舊校服逕交趙美如老師(109室)。

售賣舊校服的安排如下：

1. 回收要求：冬、夏季校服均可（但要整潔沒有破爛）
2. 日期：逢星期三
3. 時間：上午 11:15-下午 1:00
4. 地點：家長教師會室

**(D) School uniform recycling scheme**

To uphold the recycling concept of environmental protection, the PTA will organize a 'School Uniform Recycling Scheme'. While preparing for the winter uniform, students could donate their unfitted and used clothing, like school blazer, dress, track suit or sweater to the Parent-Teacher Association. After tidying up the donated uniforms, the PTA will sell them at bargain prices to students in need and receipts will be issued as certification. For the well-being of the underprivileged, all collected fund will be donated to The Community Chest of Hong Kong. Should there be any unfitted uniform for donation, please forward them to Ms Chiu MY (Room 109).

Details are as follows:

1. Requirement : Both winter and summer uniforms are welcome (In clean and good condition)
2. Date : Every Wednesday
3. Time : 11:15am to 1:00pm
4. Venue : Parent-Teacher Association Room

**(戊) 飯盒暫存服務**

需要送飯盒到校給子女的家長，如因有要事未能等候子女下課，可將飯盒暫時存放於更亭外的膠箱內，讓子女下課後自行到更亭領取。（註：飯盒外需寫上學生姓名及班別。）

**(E) Packed lunch**

If parents deliver lunch for your children, you may put the lunch box in the plastic container at the school gate. (Note: The lunch box should indicate student's name and class.)

**(己) 圖書館規則**

本校《圖書館規則》已隨本通告派發給全校同學，請家長與貴子弟一起閱覽，有關內容詳見附件一。

**(F) Library regulations**

The library regulations have been delivered to your child; please read with him / her (Appendix 1).

**(庚) 更改上課時間表**

10月9日(星期三)改上星期五課節。

**(G) Time table changes**

Friday time table will be adopted on 9 October (Wednesday).

**(辛) 學校假期**

10月1日(星期二)為國慶日假期，本校放假一天。10月2日(星期三)照常上課。

10月11日(星期五)為教師發展日，本校放假一天。

10月14日(星期一)為重陽節翌日假期，本校放假一天。10月15日(星期二)照常上課。

**(H) School holidays**

1 October (Tuesday) National Day holiday. School resumes on 2 October (Wednesday).

11 October (Friday) Staff Development Day.

14 October (Monday) The Day Following Chung Yeung Festival. School resumes on

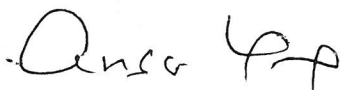
15 October (Tuesday).

此 致

貴家長

Thank you for your attention.

Sincerely,



Anson Yang, Ph.D.  
Principal

校長

楊明倫

謹啟

二零一三年九月二十四日

# 景嶺書院 圖書館規例

(中譯本只供參考，內容以英文原文為準)

## 1. 開放時間

1.1 圖書館的開放時間會展示在圖書館入口處及圖書館網頁。

## 2. 借閱規則

### 2.1 借閱

2.1.1 在借出圖書館物品時，必須出示有效的本校學生證或已在本校登記的學生個人八達通卡。學生證及學生個人八達通卡均不得轉讓予他人使用，持證者對獲發學生證及學生個人八達通卡之使用須負全責。如遺失學生證及學生個人八達通卡，持證者請立即向校方報失。

2.1.2 讀者應前往有關的圖書館服務台，辦理外借及歸還圖書館物品的手續。

### 2.2 外借限額及借期

會員類別	外借 限額	預約 限額	續借 次數	外借期	
				一般書籍	媒體
學生	5 件	2 件	1 次	14 日	14 日
學生 (學年終考試最後一天考期前十四天)	0	0	0	-----	-----
畢業班學生 (模擬試最後一天考期前十四天)	0	0	0	-----	-----

### 2.3 交還

2.3.1 借閱者必須於到期日或之前將所借物品交還圖書館。

2.3.2 所有外借物品必須於圖書館催還時交還。

### 2.4 續借

2.4.1 除非已被預約或催還，否則借期十四天或以上的物品，皆可續借一次。

2.4.2 借閱者須親自到圖書館辦理續借手續。

2.4.3 物品的續借期與借期相同。新到期日由續借當日起計算。

2.4.4 逾期的外借物品不得續借。

## 2.5 催還及預留

- 2.5.1 所有借期在七天或以上的外借物品，若另有讀者要求，得被預留及被催還。
- 2.5.2 借閱者須注意，其外借物品若被他人預留，將不獲發通知。借閱者將不能續借該等物品，並須於原到期日或之前歸還。
- 2.5.3 催還的外借物品須於修訂到期日或之前交還。
- 2.5.4 過期交還被催還或預留的物品，得視作逾期交還，可被罰款。借閱者之所有借閱權利（包括外借、續借及預約）亦將被暫停，直至該物品被歸還為止。

## 2.6 逾期

- 2.6.1 逾期歸還外借物品超過一星期者，圖書館會發出逾期通知書給借閱者。
- 2.6.2 借閱者不得以收不到該通知書為藉口以豁免或減低罰款。
- 2.6.3 未能解決的逾期歸還將交訓導部處理。

## 2.7 逾期罰款

- 2.7.1 凡逾期交還外借物品，得被罰款。
- 2.7.2 所有逾期罰款，均按圖書館開放的日數計算。
- 2.7.3 外借物品及逾期罰款

會員類別	外借物品	逾期罰款
學生	一般書籍、媒體	每日 \$ 0.5 (不足一日亦作一日計算)

## 2.8 繳付罰款

- 2.8.1 所有罰款均應在圖書館服務台繳付。
- 2.8.2 學生若欠下圖書館外借物品或罰款，其外借圖書館物品的權利即會被暫停，並將不獲准領取成績單，直至清繳罰款及交還所有逾期外借物品為止。

## 2.9 遺失或損壞

- 2.9.1 外借物品若有損壞或遺失，借閱者須付罰款，其數額相當於全部重置成本、處理費用\$10（每件物品）及尚欠的逾期罰款。
- 2.9.2 罰款一旦繳付，將不得要求退還。
- 2.9.3 所有已遺失及損壞的外借物品，仍屬圖書館所有。

## 2.10 離校

- 2.10.1 學生在退學或畢業之前，必須先交還所有圖書館外借物品及清付其欠圖書館的所有款項。
- 2.10.2 教職員在離任前，必須先交還所有圖書館外借物品及清付其欠圖書館的所有款項。

### 3. 讀者操守

- 3.1 使用者必須遵守圖書館規則及依從圖書館教職員之指示以正確使用圖書館
- 3.2 離開圖書館前，所有讀者須於出口處展示物品或其他容器內的物品。
- 3.3 圖書館內不得飲食，未得圖書館組批准，嚴禁攜帶食物及飲品進入圖書館。
- 3.4 圖書館內禁止作任何形式的遊戲活動。
- 3.5 不得攜帶書包及其他容器、雨傘或雨衣進入圖書館。
- 3.6 未得圖書館組批准，禁止在圖書館內使用照相機、個人攝影、音響或視像器材。
- 3.7 未得圖書館組批准，不得進入圖書館服務台及圖書館主任辦公室。
- 3.8 圖書館內須保持安靜，一切騷擾讀者及圖書館教職員的行為均被禁止。
- 3.9 不得搬移桌椅及圖書館物品到其他地方。
- 3.10 不得擺放物件於桌上或椅上以佔用座位。圖書館組有權無須事先通知物主而將任何座位上無人看管之書籍或個人物品移走。
- 3.11 個人物品切勿隨意擺放在無人看管的地方。任何個人物品在圖書館內因無人看守而遺失，圖書館概不負責。
- 3.12 殘損或偷竊圖書館物品屬嚴重違規，其處分包括相當於足額重置費的罰款、暫停圖書館權利等。若違規者為學生，其個案可被轉介至訓導部作進一步處理。
- 3.13 外借物品在交還時若被發現有殘損，借閱者須承擔責任。因此在借出物品前，最好先加檢驗，如發現有殘缺，應立即報告。
- 3.14 在版權條例許可下方可影印圖書館物品。讀者須對任何因違犯版權法所招致的法律後果負擔全部責任。
- 3.15 嚴禁未經版權持有人許可而翻製或複製影音資料及電腦軟件。
- 3.16 火警鐘響起時，全部讀者須立即由指定的緊急出口離開圖書館，所有圖書館物品應留在館內。

### 4. 特別章則

- 4.1 違反任何圖書館規例，均可導致被暫停或取消使用圖書館之權利。任何學生觸犯圖書館規例，均可被提交訓導部處理。
- 4.2 圖書館讀者若拒絕賠償其外借時遺失的圖書館物品，或拒付積欠的逾期罰款，或經常地不遵守圖書館規例，得被禁入圖書館，禁入期限由圖書館組決定。
- 4.3 圖書館組有權要求任何觸犯圖書館規例，或滋擾其他讀者，或妨礙教職員工作的人士離開圖書館，並於當天餘下時間不得再進入圖書館。
- 4.4 圖書館組可隨時制訂有關進入及使用圖書館個別區域的特別規例，亦可視乎情況而制訂特別章則或修改任何圖書館規例。

最後更新：2013年9月1日

# King Ling College

## Library Regulations

### 1. Opening Hours

1.1 Opening hours are displayed at library entrances and on the Library Homepage.

### 2. Loan Rules

#### 2.1 Borrowing

2.1.1 A valid Student ID Card or a registered student status Personalized Octopus Card must be produced when checking out library materials. The Student ID Card and the Personalized Octopus Card is not transferable; students are responsible for the use of the Cards. For students who lose the Student ID Card and the Personalized Octopus Card, it is their responsibilities to report to the school.

2.1.2 Borrowers should go to the appropriate Library counter to check out and return materials housed.

#### 2.2 Loan Quotas and Loan Periods

Users Category	Loan Quota	Request Quota	Renewal	Loan Period	
				Books	Media Resources Collection
Students	5 items	2 items	once	14 days	14 days
Students (14 days before the end of 2nd term examination)	0	0	0	----	----
Graduating Students (14 days before the end of mock examination)	0	0	0	----	----

#### 2.3 Returning

2.3.1 Borrowers must return their loans to the Library on or before the due dates.

2.3.2 All loans must be returned on recall.

#### 2.4 Renewal

2.4.1 All loans with loan period of 14 days or more may be renewed once unless a hold or a recall has been placed.

2.4.2 Borrowers can renew their loans in person at the Library counter anytime before the due date.

2.4.3 The new due date is calculated from the date of renewal. The renewal period is the same as the loan period.

2.4.4 Overdue items are not renewable.

#### 2.5 Recalls and Holds

2.5.1 All loaned items with a loan period of 7 days or more are subject to hold requests placed on them by another user and are also subject to recall if requested by another user.

2.5.2 Borrowers are advised that there will not be notices to alert them if a hold has been placed on their loaned items. Items with holds pending cannot be renewed, and borrowers are required to return these items by the original due dates.

2.5.3 Recalled items must be returned on or before the revised due date.

2.5.4 Late return of recalled or held items will be treated as overdue and liable to a fine. All borrowing privileges of the borrowers, including loans, renewals and recalls, will also be suspended until the recalled items are returned.

## 2.6 Overdue

- 2.6.1 Overdue notices will be sent to borrowers one week after the due date.
- 2.6.2 Non-receipt of such notices will not be accepted as an excuse for waiving or reducing fines.
- 2.6.3 Unresolved disputes are referred to the Disciplinary Committee.

## 2.7 Overdue Fines

- 2.7.1 Fines are charged for overdue loans.
- 2.7.2 All overdue fines will be calculated according to the official library opening days.
- 2.7.3 Loaned items and Fine Rate

Users Category	Loaned items	Fine Rate
Students	Books, Media Resources Collection	\$ 0.5 per day

## 2.8 Payment of Fines

- 2.8.1 All fines should be paid at Library counters.
- 2.8.2 Students with outstanding library loans and fines, all their borrowing privileges, including loans, renewals and recalls, will be suspended, they will not be permitted to collect transcripts until payment is made and all overdue items are returned.

## 2.9 Loss and Damage of Library Materials

- 2.9.1 A borrower will have to pay a fine for any item damaged or lost when on loan to him/her, amount of which is equivalent to the full replacement cost of the item plus a processing fee of \$10 (for each item) and any outstanding overdue fines.
- 2.9.2 Request for refund will not be considered once payment is made.
- 2.9.3 All lost and damaged items remain the property of the Library.

## 2.10 Departure from the College

- 2.10.1 Students must return all library loans and settle all outstanding payments due to the Library before withdrawal or graduation from the College.
- 2.10.2 Staff members are responsible for returning all library loans and settle all outstanding payments due to the Library on or before cessation of employment at the Institute.

## 3. Conduct of Library Users

- 3.1 All library users should follow the instructions on the proper use of the Library as displayed in the Library or given verbally by the Library staff.
- 3.2 Before leaving the library, all library users must show their carrying items and the contents of their bags, cases, and other kinds of receptacles at the library exit.
- 3.3 Eating and drinking are not permitted in the Library. Food and drink must not be brought into the Library without the permission of the Library team.
- 3.4 No games of any form are allowed in the Library.
- 3.5 No bags, cases, and other kinds of receptacles, umbrellas or raincoats may be brought into the Library.
- 3.6 No cameras, personal photographic, audio or video equipment may be used in the Library without the permission of the Library team.
- 3.7 Entering the Library counters and the office of the Teacher Librarian are not permitted without the permission of the Library team.
- 3.8 Silence must be observed in the Library. Behaviour which is disruptive to library users and staff is not allowed.
- 3.9 Tables, chairs and all library settings and equipments may not be moved to other locations.
- 3.10 No seats may be reserved by placing materials on the desks or chairs. Any books or personal belongings left unattended on unoccupied tables or carrels may be removed by library team without prior notice to the owner.
- 3.11 Personal belongings should not be left unattended anywhere in the Library. The Library does not accept responsibility for any loss of personal belongings unattended in the premises.



- 3.12 Mutilation or theft of library materials is a serious offence. Penalties include fine equivalent to full replacement cost, suspension of library privileges, etc. For students, the cases may also be referred to the Disciplinary Committee for further action.
- 3.13 Borrowers will be held responsible for mutilations found on return of any materials loaned to them. They are advised to check and report any mutilations found in the materials before borrowing.
- 3.14 Photocopying of library materials should be made in compliance with the Copyright Ordinance. Library users are fully responsible for any legal consequences arising from infringement of applicable copyright laws.
- 3.15 Reproduction or duplication of audio-visual materials or computer software without permission from the copyright owner is strictly prohibited.
- 3.16 In case of a fire alarm, all library users should leave the Library via the designated emergency exits immediately. All library materials should be left inside the Library.

#### **4. Special Rules**

- 4.1 Breach of any Library Regulations may result in the suspension or cancellation of library privileges. Any student infringes any Library Regulations may be referred to the Disciplinary Committee.
- 4.2 Library users who refuse to pay for the library materials lost while on loan to them or to pay fines accrued on overdue items or who consistently refuse to observe Library Regulations will be excluded from the Library for a period of time set by the Library team.
- 4.3 The Library team or the professional staff member on duty may exclude from the Library for the rest of the day any user who violates any of the Library Regulations or acts in any way which may interfere with the convenience of other library users or the work of the Library staff.
- 4.4 The Library team may from time to time make special regulations regarding admission to and use of particular areas of the Library, the team may also make any special rules or amend any of the Library Regulations as deemed appropriate for the proper management of the Library.

Last updated: 1st September 2013



修身齊家為本  
弘揚博愛精神  
FROM ME TO WE

回 條 ( 請囑 貴子弟於9月30日前交回班主任 )

敬覆者：本人已知悉 貴校家長通告第六號事宜及有關舉行水運會之詳情。本人亦知悉敝子弟已報名

- 參加以下個人項目：(一)\_\_\_\_\_、(二)\_\_\_\_\_、(三)\_\_\_\_\_。
- 參加社際啦啦隊。
- 擔任水運會工作人員。

此覆  
景嶺書院校長

學生姓名：\_\_\_\_\_

班別：\_\_\_\_\_ 班號：\_\_\_\_\_

學生家長簽署：\_\_\_\_\_

二零一三年九月 日

