

# 澳門城市大學圖書館團體導覽申請表

## Application for Group Tour of CITYU Library

申請單位： Name of Institution / Organization	
聯絡人姓名： Contact Person/Group Leader	聯絡人電話： Contact Number
電子郵件： E-mail Address	
參觀人數： Number of Visitor(s)	
參訪日期： Visit Date	時段： Time
備註： Remarks	

<p>注意事項：</p> <ul style="list-style-type: none"> <li>➤ 請於參觀日期提前<u>兩個工作天</u>遞交團體導覽申請表。</li> <li>➤ 服務時間：週一至週五 10:00-11:30，14:00-17:00，考試期間恕不接受申請。</li> <li>➤ 參觀期間，請集體行進，領隊應負責維持參觀秩序，並請團進團出。</li> <li>➤ 入館前請將手機調為靜音或關機，並輕聲細語以確保圖書館安寧。</li> <li>➤ 同一時段如有多個團體申請導覽，以最先提出申請者優先。</li> <li>➤ 導覽過程中如有拍照需求，請關閉快門聲音及閃光燈，請尊重讀者隱私，避免對著讀者取景。</li> </ul> <p>本人已理解並同意遵守相關規定。</p>	<p>Notice:</p> <ul style="list-style-type: none"> <li>➤ Please send the application form two working days earlier than the visit date.</li> <li>➤ Group Tour Available From Mon. to Fri. 10:00-12:00, 14:00-17:00 except for Examinations Period</li> <li>➤ During the group tour please move as a group.</li> <li>➤ Please set the cell phone to vibrate mode or turn it off before entering the library. Please keep quiet in the library.</li> <li>➤ The group submits the application earlier has priority over the group submit the application later when there are duplicate visit dates.</li> <li>➤ Please turn your cameras into mute mode and turn off the flash lights before taking pictures during the group tour and please don't focus on a specific people in the library.</li> </ul> <p>I have understood and will follow the notice above.</p>
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申請人簽章： Signature	申請日期： Date
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完成本表填寫後請電郵至圖書館([lib\\_ref@cityu.mo](mailto:lib_ref@cityu.mo))，館員將盡快給您回覆

Please send the completed form to [lib\\_ref@cityu.mo](mailto:lib_ref@cityu.mo).

Library colleagues will get back to you shortly after receiving your request.

圖書館專用 For Library Use Only	
收件人 Signature	收件日 Received date
備註 Remarks	