

外借資料服務申請表 APPLICATION FOR LOAN OUT SERVICES

查詢及預約 Enquiries and Advance Booking : ☎ 2724 9026 (推廣服務組 Extension Services Unit) ☎ 2724 9094
(填寫前請先閱讀申請須知 Please read the Application Notes before completion)

申請人資料 Details of Applicant

學校 / 團體名稱 Name of School / Organisation		
<input type="checkbox"/> 幼稚園 Kindergarten <input type="checkbox"/> 小學 Primary School <input type="checkbox"/> 中學 Secondary School <input type="checkbox"/> 大學/專上學院 Universities/ Post-secondary Institutions <input type="checkbox"/> 註冊慈善團體 Registered Charitable Organisation <input type="checkbox"/> 註冊非牟利機構 Registered Non-profit-making Organisation <input type="checkbox"/> 其他 Others (請註明及提供證明文件 Please specify and provide the supporting documents) _____		
申請人姓名 Name of Applicant		職位 Post
電話 Tel. No.	手提電話 Mobile No.	傳真 Fax No.
地址 Address		
資料用途 Purpose of Use <input type="checkbox"/> 教學 Teaching <input type="checkbox"/> 活動 Programme <input type="checkbox"/> 其他 Others (請註明 Please specify) _____		

外借項目 Loan Out Items (請選擇 Please select)

<input type="checkbox"/> 教具 Teaching Aids (圖片及道具 Photo cardboards and props)*		
詳情 Details		借還日期 Loan Period
<input type="checkbox"/> 《普天同慶：傳統節慶與香港社會》“Traditional Festivals in Hong Kong” <input type="checkbox"/> 《絲綢之路》“Silk Road” (Chinese version only)		
<input type="checkbox"/> 展覽圖板 Exhibition Panels		
題目 Title (最多可選兩項 Please select maximum two sets)	展覽地點 Display Area	借還日期 Loan Period
<input type="checkbox"/> 香港潮州飲食文化 (15 塊圖板) Chaozhou Food Culture in Hong Kong (15 panels) <input type="checkbox"/> 一起走過的日子：六、七十年代香港社會 (21 塊圖板) Memories We Share: Hong Kong in the 1960s and 1970s (21 panels) <input type="checkbox"/> 普天同慶：傳統節慶與香港社會 (20 塊圖板) Traditional Festivals in Hong Kong (20 panels) <input type="checkbox"/> 香江舊影：香港城市的變遷 (17 塊圖板) A Century of Changes: Urban Transformation of Hong Kong (1841-1941) (17 panels) <input type="checkbox"/> 成功之路：香港經濟奇蹟 (14 塊圖板) An Economic Miracle: The Success Story of Hong Kong (14 panels) <input type="checkbox"/> 中華人民共和國國旗、國徽、國歌展 (20 塊圖板) The National Flag, Emblem and Anthem of the People's Republic of China (20 panels) <input type="checkbox"/> 鄧小平圖片展 (18 塊圖板) Photo Exhibition on the Life of Deng Xiaoping (18 panels) <input type="checkbox"/> 林則徐與鴉片戰爭 (12 塊圖板) Lin Zexu and the Opium War (12 panels) <input type="checkbox"/> 李鄭屋漢墓 (12 塊圖板) Lei Cheng Uk Han Tomb (12 panels)		

*詳情可參閱博物館網頁(<https://hk.history.museum> · 主頁>藏品及服務>資源及服務>外借服務)

Please refer to the Museum's website (<https://hk.history.museum>, Home > Collections & Services>Resources & Services>Loan Out Services) for more details

免費運送服務 Free Delivery Service

(此服務由即日起開始提供，直至另行通告為止。請選擇所需服務。The service is available from now on until further notice. Please select the service required.)

需要 Required 不需要 Not required

由博物館運送到學校 / 團體
Delivery from the Museum to the school / organisation

由學校 / 團體送回博物館
Delivery from the school / organisation to the Museum

聲明 Declaration

茲證明上述資料均正確無訛，並無遺漏，並願意遵守有關的借用規則。

I hereby certify that all the information given on this form is correct and complete, and agree to abide by the conditions of loan.

申請人簽署

Applicant's signature : _____

日期 Date

: _____

學校 / 團體印章 School / Organisation Chop

此欄由本館職員填寫 For Official Use Only

上述外借及運送申請 已獲 / 不獲 批准。

The application for loan and delivery services is / is not accepted.

備註 Remarks

簽署
Signature

日期
Date

申請手續

1. 學校 / 團體申請人請先於辦公時間內（星期一至五上午 9 時 30 分至下午 12 時 45 分；下午 2 時至 5 時 30 分）致電 2724 9026 與本館推廣服務組預約，然後於兩日內將填妥的申請表及有關證明文件的副本（註冊慈善團體及非牟利機構適用）傳真（2724 9094）至推廣服務組收。若申請人未能如期遞交申請表，其預約申請將自動取消。
2. 凡申請外借服務的學校 / 團體，必須於擬定借用日期**前最少兩星期**遞交申請表。所有外借服務，館方只接受最早三個月前的申請。所有申請將按先到先得的原則處理。
3. 任何註冊慈善團體 / 非牟利機構的申請人於遞交申請表時，必須附上有關的證明文件副本，如稅務署按稅務條例第八十八條發出的信件，以證明其慈善性質或非牟利性質。**申請機構的負責人必須於證明文件副本上簽署，並蓋上團體印鑑，以示真確。**
4. 所有資料的借用期限為一星期，如有特別用途需要借用超過一星期，請在電話預約時提出，館方會酌情處理。
5. 館方在審批後會於七個工作天內發出書面通知，並與申請人確認運送詳情(如適用)。如選擇自取外借項目，館方將另行通知相關的交收安排。申請人需在收到及交還外借項目時簽收及蓋上學校 / 團體印鑑作實。

借用規則

1. 借用者必須妥為擺放展板，以免受潮或被日光直射，並須確保展板在展覽期間安全展出。在佈展及展覽期間的任何情況下，展板對任何人 / 物造成任何傷害或損毀，館方皆不會承擔任何責任。
2. 凡於借用期間損毀或遺失資料，借用學校 / 團體必須立即通知本館推廣服務組，切勿嘗試自行修補。館方有權向借用學校 / 團體追討賠償，包括重新製作、修補及其他有關費用等。
3. 所有外借資料版權均屬香港特別行政區政府所有，未經館方同意，借用學校 / 團體不得擅自以任何形式翻印、複製或更改外借資料內容。
4. 借用學校/團體不得向觀賞者收取任何費用，或未經館方同意，擅自將資料外借予其他學校 / 機構。
5. 館方保留對接受申請與否的最後決定權。

個人資料（私隱）收集聲明

1. 閣下於表格內所提供的個人資料只作處理申請之用。
2. 根據個人資料（私隱）條例第 18、22 及附表 1 的第 6 原則，閣下有權要求查閱及更正表格內所提供的個人資料。
3. 如欲查閱及更正表格內所提供的資料，請致電 2724 9026 與推廣服務組職員聯絡。

Application Procedures

1. Please contact the Extension Services Unit at 2724 9026 for advance booking during office hours (Mon - Fri: 9:30 a.m. – 12:45p.m.; 2:00 p.m. – 5:30 p.m.) and then fax (2724 9094) the completed application form together with the supporting documents (applicable to registered charitable and non-profit-making organisations) to the Museum within two days, otherwise the reservation will be cancelled.
2. The borrowing party for the loan of self-collecting exhibition panels and other materials are required to submit the completed application form **at least two weeks in advance** of the intended date of display. All applications are accepted up to 3 months in advance and will be processed on a first come, first served basis.
3. For registered charitable / non-profit-making organisations, the applicant should produce copies of supporting documents to identify the nature of the organisation, e.g. a letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance. **The copy should be certified true by an authorized officer together with the organisation chop.**
4. The loan period of all materials is one week. For those who would like to borrow more than one week, please raise the request for the Museum's consideration while making reservation.
5. Successful applicant will be confirmed in writing within 7 working days, Museum staff will confirm the details of delivery (if applicable) with the applicant. If the applicant choose to collect and return the loan out items on his/her own, Museum staff will inform the arrangement separately. The applicant has to sign with the school / organisation chop to confirm once the loan out items are received / returned.

Conditions of Loan

1. The exhibition panels should be well protected from rain, humidity and direct sunlight. The borrowing party should be responsible for the safety measures during the setup and display period. The Museum is not liable for any damage or harm caused to persons while using the panels under the custody of the borrowing party.
2. In case of damage or loss of the loan materials, it should be reported to the Museum's Extension Services Unit immediately. No attempt for repairs should be made by the borrowing party. The Museum reserves the right to claim from the borrowing party the full payment of the cost of reproduction and repairs with overheads.
3. The Government of the Hong Kong Special Administrative Region possesses the copyright of the loan out materials. The content of the materials shall not be reproduced, duplicated or altered in any format in any way without the prior consent of the Museum.
4. The borrowing party should not impose any charge on the viewers, or loan the materials to any other schools / organisations without the Museum's prior consent.
5. Application is subject to the Museum's final approval.

Personal Data Collection Statement

1. The personal data you provided on this form will be used for processing of application only.
2. You have the right to request access to and the correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
3. For access to and correction of personal data submitted, please contact the Extension Services Unit at 2724 9026.