

藏品複製申請表格 Application for Reproduction of Museum Materials

申請人姓名

Name of Applicant _____

公司/ 機構名稱 (如適用)

Company / Institution Name

(if applicable) _____

電話號碼 Tel. No. _____

傳真號碼 Fax No. _____

電郵 Email _____

地址 Address _____

申請資料 Materials Requested

博物館編號 Museum Ref. No.	說明 / 視聽節目名稱及時段 Description / Name & Time Range of Audio-visual Programme	圖片* Photograph		視聽節目* Audio-visual Programme		使用文章* Use of an Article
		數碼複本 Digital Copy	使用 Use	數碼複本 Digital Copy	使用 Use	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*請在適當方格內填上“✓”。 Please mark “✓” in the appropriate boxes.

如有需要，請另備附頁。 If necessary, please use additional papers.

聲明 Declaration

警告：申請人如提出虛假聲明，則須負上侵犯版權的法律責任。

Warning: The applicant who makes a false declaration is liable for infringement of copyright.

用途 Purpose(s)

我 / 我們將使用複製資料作以下用途 (出版 / 刊載用途者，請提供刊物名稱)：

I / We declare that the reproduced material(s) will be used for the following purpose(s) (please specify the title if for publishing purposes) :

◆ 申請使用複製資料者，請說明：

Please provide information for the application for use of the reproduced material(s):

性質 Nature 出售 / 商業 for sale / commerce 慈善 for charity 免費派送 free distribution

其他 others: _____

類型 Type 書籍 book 期刊/雜誌 periodical / magazine 小冊子 pamphlet 展覽 exhibition / display

網頁 webpage 視聽節目 audio-visual programme 其他 others: _____

申請人簽署

Signature of Applicant _____

日期 Date _____

公司 / 機構蓋章 (如適用)

Company / Institution Chop

(if applicable) _____

本館專用 For Official Use Only

Approval	Fees	Progress
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Approved, except Item No.: _____ MD(MH) / C(C&SYSM) _____ Date _____	HK\$ _____ Received on _____ <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Draft / Telegraphic Transfer <input type="checkbox"/> Cash Bank & No. _____ M.R. No. _____	Requested materials ready on _____ Sent on / Collected on _____
Resource Centre Officer		

申請須知 Notes to Applicant

(A) 複製服務收費表 Fees of Reproduction Service		
項目 Item	數碼複本 Digital Copy	使用費 (每項每次) Usage Fee (per item per usage)
複製圖片 Reproduction of Photograph (複製的圖片將為“jpg”檔案格式，不設裁放或修飾服務。 The photograph will be reproduced in “jpg” format. No digital cropping or retouching service provided.)		
商業機構 Commercial Organization	每張港幣 62 元 HK\$62 per copy	港幣 1,000 元 HK\$1,000
學術及非牟利機構 Academic and Non-Profit Making Organization	每張港幣 62 元 HK\$62 per copy	免費 Free
複製視聽節目 Reproduction of Audio-visual Materials (不設剪輯服務 No editing or compilation service provided)		
商業機構 Commercial Organization	影片錄影片段：每 5 分鐘港幣 160 元 Footage Clipping: HK\$160 per 5 minutes	港幣 1,000 元 HK\$1,000
學術及非牟利機構 Academic and Non-Profit Making Organization	錄音片段：每 5 分鐘港幣 79 元 Sound Dubbing: HK\$79 per 5 minutes	免費 Free
文章 Article		
商業機構 Commercial Organization	不適用 Not Applicable	使用任何一篇文章港幣 2,000 元 HK\$2,000 for use of any one article
學術及非牟利機構 Academic and Non-Profit Making Organization	不適用 Not Applicable	免費 Free
(B) 申請及使用條款 Terms and Conditions of Application and Use		
<p>1. 如欲申請複製 / 使用香港歷史博物館的圖片 / 視聽資料 / 文章，申請人必須填妥並簽署本表格，以電郵 (hkmh@hksd.gov.hk)、傳真(2367 4346)、親身遞交或郵寄方式交回：香港九龍尖沙咀漆咸道南 100 號香港歷史博物館參考資料室。 Please fill in and sign this application form for reproduction / use of the photographs / audio-visual materials / articles from the Hong Kong Museum of History. Application by email (hkmh@hksd.gov.hk), by fax (2367 4346), in person or by post is accepted. Address: Resource Centre, 2/F, Hong Kong Museum of History, 100 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong.</p> <p>2. 申請人如需查閱圖片 / 視聽資料 / 文章，請致電參考資料室 2724 9009 或 2724 9033 預約。 For viewing Museum photographs, audio-visual materials or articles, please call the Resource Centre at 2724 9009 or 2724 9033 to make appointment.</p> <p>3. 由收到申請表格及所需補充資料 (如有) 的日期起計，一般複製工作會於十四個工作天內完成；若要求複製的項目未有數碼檔案，參考資料室或需較長時間處理。 Upon receipt of the application form and the supplementary information (if any), application for reproduction would normally be completed within 14 working days. It would take a longer processing time if softcopy of the requested item is not available.</p> <p>4. 若申請人於付款後三個月內仍未提取已複製的項目，本館有權棄置該批項目，所有已支付的費用不會發還。 No refund of the fees already paid would be made if the reproduced items are not collected within three months from payment. The Museum reserves the right to dispose of such reproduced items after the three months' period.</p> <p>5. 每次申請只可使用複製項目一次，香港歷史博物館保留若干項目的使用權及複製權。因此，申請人應先與本館職員磋商以確定是否可使用其所需項目。若其申請之用途抵觸本館形象及宗旨，本館亦有權拒絕其申請。 Each application only covers the use of the reproduced items once. Applicants are advised to first make certain with the Museum staff if items required are available as the Museum reserves usage and reproduction rights on certain items. The Museum also reserves the rights to turn down requests in all stances where intended use of the items appears to be contrary to the interest and image of the Museum.</p> <p>6. 該等複製項目只可作聲明中列舉之用途。若閣下日後欲再次使用或以任何形式複製該等複製項目，必須再次申請並繳付相關費用；惟本館保留最後批核權。在未得本館及/或有關項目的版權持有人同意，不得擅自再次使用或複製任何項目，違者可能會被檢控。 The reproduced items can only be used for the purpose as stated in the Declaration. Should the reproduced item(s) be required to be reused or reproduced in any formats in future, it is necessary to make a new application and is subject to relevant fees. The Museum reserves the right on final approval. Under no circumstances should any item(s) be reused or reproduced without the consent of the Museum and / or the copyright owner of the item(s). Unauthorized reproduction may be liable to prosecution.</p> <p>7. 複製圖片旁須印有「香港歷史博物館藏品，香港特別行政區政府准予複製」字樣，或於刊物、印刷品、視聽節目製作、網頁內適當地方鳴謝香港歷史博物館。使用文章時，申請人必須列明出處及於適當地方鳴謝香港歷史博物館。 The acknowledgment “REPRODUCED BY PERMISSION OF THE GOVERNMENT OF THE HKSAR FROM THE COLLECTION OF THE HONG KONG MUSEUM OF HISTORY” should be printed adjacent to each reproduced item as practical unless the publication / printed material / audio-visual production / webpage contains a specific passage or note to acknowledge the Hong Kong Museum of History. When using the article, the applicant must indicate the source of information and provide due acknowledgement to the Hong Kong Museum of History where appropriate.</p> <p>8. 請與參考資料室職員核實應繳費用。本地申請人請親身前往香港歷史博物館參考資料室，以劃線支票 (抬頭請註明「香港特別行政區政府」) 或現金繳費。海外申請人請以銀行本票或電匯繳付港幣淨額費用 (不包括銀行手續費)。職員確認收妥費用後，將郵寄複製項目 (如適用) 予海外申請人。 Please check with the Resource Centre officer for the exact amount of payment. For local applicants, please pay by crossed cheques (made payable to “The Government of the HKSAR”) or cash in person at the Resource Centre of the Hong Kong Museum of History. For overseas applicants, please send in a bank draft / telegraphic transfer denominated in Hong Kong Dollars the net amount of fee (exclusive of any bank service charges). Upon confirmation of receipt of the fee, the Resource Centre will post the reproduced item (if applicable) to the overseas applicant.</p> <p>9. 提供個人資料純屬自願性質。然而若資料不足，參考資料室可能無法處理有關申請。根據個人資料 (私隱) 條例 (香港法例第 486 章) 第十八、二十二條及附表一載列的第六原則，申請人所提供的個人資料，將用以處理其申請。申請人如欲查閱及/或更正個人資料，可致電 2724 9033 與二級助理館長 (歷史檔案) 聯絡。 While the provision of personal data is voluntary, the Resource Centre may not be able to process the application due to insufficient information provided. Personal data given by the applicants shall be used for processing the application in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap.486 HK Laws). Request for access to and/or correction of personal data should be made to Assistant Curator II (Historical Archive) at 2724 9033.</p>		