

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

查詢及預約，請與推廣服務組聯絡。

For enquiries and bookings, please contact the Extension Services Unit.

☎ 2724 9026

☎ 2724 9094

✉ hkmhnews@lcsd.gov.hk(填寫前請先閱讀申請須知 Please read the **Application Notes** before filling in the information)**I. 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 University/Post-secondary Institution		
<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 (請註明及提供證明文件) Others (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 (請註明) Others (Please specify) _____		

II. 外借項目 (請選擇) Loan-out Items (Please select)

<input type="checkbox"/> 教具 (圖片及道具) Teaching Aids (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 (最多可選兩項) Title (Please select maximum two sets)	展覽地點 Display location	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"/> 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"/> 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 browse the Museum's website for more details (<https://hk.history.museum>, Home> Collections & Services> Resources & Services> Loan Out Services).

III. 免費運送服務 *Free Delivery Service*

此服務由即日起提供，直至另行通知為止。請選擇所需服務。

The service is available from now on until further notice. Please select the required service.

	<u>需要</u> Required	<u>不需要</u> Not required
由博物館運送到學校/團體 Delivery from the Museum to the school / organisation	<input type="checkbox"/>	<input type="checkbox"/>
由學校/團體送回博物館 Delivery from the school / organisation to the Museum	<input type="checkbox"/>	<input type="checkbox"/>

IV. 聲明 *Declaration*

茲證明所提供的資料均正確無訛，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 application 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

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簽署
Signature

日期
Date

申請須知

申請手續

1. 學校/團體申請人請於辦公時間內（星期一至五上午 9 時 30 分至下午 12 時 45 分或下午 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）或電郵（hkmhenews@lcsd.gov.hk）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. 每次申請的借用期為一星期，若申請人需要借用超過一星期，請在電話預約時提出，館方可酌情處理。
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. 申請人必須妥善擺放展板，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，申請人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，不得擅自以任何形式翻印、複製或更改外借資料內容。
4. 申請人不得向觀賞者收取任何費用，或未經館方同意，擅自將資料轉借予其他學校/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. 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，申請人有權要求查閱及更正表格內所提供的個人資料。
3. 如欲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 NOTES

Application Procedures

1. Please contact the Extension Services Unit at 2724 9026 for advance booking during office hours (Mon - Fri: 9:30 a.m. – 12:45 p.m.; 2:00 p.m. – 5:30 p.m.) and then fax (2724 9094) or [email \(hkmhnews@lcsd.gov.hk\)](mailto:hkmhnews@lcsd.gov.hk) 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 applicant for the loan of self-collecting exhibition panels and other museum materials is required to submit the completed application form **at least two weeks in advance** of the intended date of display. Submission of application is **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, they should also submit their applications with valid supporting documents e.g. the 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 is one week for each application. If applicant would like to borrow the materials for more than one week, please enquire with the museum in advance, and the request will be handled as appropriate.
5. Successful applicant will be informed in writing within 7 working days, Museum staff will confirm the details of delivery (if applicable) with the applicant. If the applicant chooses to collect and return the items on his/her own, Museum staff will inform the arrangements separately. The applicant has to sign with the school/organisation chop to certify that the loan-out items have been received or returned.

Conditions of Loan

1. The exhibition panels should be kept away from humidity and direct sunlight. The applicant should be responsible for the safety measures during setup and the display period. The Museum is not liable for any damages or harms caused to persons or properties while using the panels under the custody of the applicants.
2. In case of damage or loss of the loan-out items, the applicant should report to the Museum's Extension Services Unit immediately. No attempt for repairs should be made by the applicant. The Museum reserves the right to claim from the applicant the full cost of reproduction, repairs and related expenses.
3. The Government of the Hong Kong Special Administrative Region possesses the copyright of the loan-out items. The content of the materials shall not be reproduced, duplicated or altered in any way without the prior consent of the Museum.
4. The applicant should not impose any charge on the viewers or transfer the items to any other schools/organisations without the Museum's prior consent.
5. Any application is subject to the Museum's final approval.

Personal Data Collection Statement

1. The personal data provided in this application form will be used for processing of the application only.
2. The applicant has the right to request access to and correction of personal data given in this application form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
3. For amendment of personal data submitted, please contact the Extension Services Unit at telephone no. 2724 9026.