



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 Applicant's Details

學校 / 團體名稱 Name of School / Organization		
<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/ Tertiary Institutions <input type="checkbox"/> 註冊慈善團體 Registered Charitable Organization <input type="checkbox"/> 註冊非牟利機構 Registered Non-profit-making Organization <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) _____		

自取外借項目 Self-collecting Loan Out Items (請選擇 Please select)

<input type="checkbox"/> 《「香港故事」常設展學習資料舉隅》 Learning Kit on "The Hong Kong Story" Permanent Exhibition (Chinese version only)		
詳情 Details		借還日期 Loan Period
<ul style="list-style-type: none"> ■ 「香港故事」8 個展區介紹 Introduction to the 8 galleries of "The Hong Kong Story" ■ 活動 / 工作紙 (供幼稚園至中學學生參與 / 作答) Activities / worksheets (for students from kindergartens to secondary schools) 		
<input type="checkbox"/> 《普天同慶：傳統節慶與香港社會》教具與展板一併借用 Teaching Aids on "Traditional Festivals in Hong Kong" Travelling Exhibition accompanied with the Exhibition Panels		
詳情 Details		
<ul style="list-style-type: none"> ■ 圖片及道具 Photo cardboards and props* 		
<input type="checkbox"/> 展覽圖板 Exhibition Panels		
題目 Title (最多可選兩項 Please select maximum of two)		展覽地點 Display Area
<input type="checkbox"/> 一起走過的日子：六、七十年代香港社會 Memories We Share: Hong Kong in the 1960s and 1970s		
<input type="checkbox"/> 普天同慶：傳統節慶與香港社會 Traditional Festivals in Hong Kong		
<input type="checkbox"/> 香江舊影：香港城市的變遷 A Century of Changes: Urban Transformation of Hong Kong (1841-1941)		
<input type="checkbox"/> 孫中山與近代中國 Dr Sun Yat-sen and Modern China		
<input type="checkbox"/> 成功之路：香港經濟奇蹟 An Economic Miracle: The Success Story of Hong Kong		
<input type="checkbox"/> 中華人民共和國國旗、國徽、國歌展 The National Flag, Emblem and Anthem of the People's Republic of China		
<input type="checkbox"/> 鄧小平圖片展 Photo Exhibition on the Life of Deng Xiaoping		
<input type="checkbox"/> 林則徐與鴉片戰爭 Lin Zexu and the Opium War		
<input type="checkbox"/> 日佔歲月與香港抗日游擊戰 Japanese Occupation and Guerrilla Wars in Hong Kong		
<input type="checkbox"/> 李鄭屋漢墓 Lei Cheng Uk Han Tomb		

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

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

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 / Organization Chop _____

此欄由本館職員填寫 For Official Use Only

所借資料 Loan out materials

接受 Accepted

拒絕 Rejected

教材套 Teaching Kits / 展覽圖板 Exhibition Panels

/

/

備註 Remarks

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簽署
Signature

日期
Date

申請須知

申請手續

1. 學校 / 團體申請人請先致電 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書副本上簽署，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。

借用規則

1. 教材套：
 - 1.1 借用學校 / 團體請根據借還日期，於辦公時間內（星期一至五上午 9 時 30 分至下午 5 時 30 分）到本館三樓推廣服務組領取及交還資料。借用學校 / 團體必須於提取資料時出示申請表正本，以資識別。
 - 1.2 借用學校 / 團體不得擅自改動或翻製資料內容。
2. 自取展板：
 - 2.1 凡借用展板，館方在審批後會於七個工作天內發出批核信。借用學校 / 團體必須按借還日期，於辦公時間內（星期一至五上午 9 時 30 分至下午 5 時 30 分）到本館領取及交還展板，館方不負責運送事宜。借用學校 / 團體必須於提取展板前一天致電（2724 9026）通知本館所用車輛的車牌號碼、取貨人姓名及提取時間，並在提取當日到達後致電通知本館職員，並出示館方的批准信作證明。
 - 2.2 凡借用展覽圖板的學校 / 團體，必須將展板妥為擺放在室內地方，以免展板受潮或被日光直射。展板的運送、佈展及於展出時對任何人 / 物造成任何損傷，館方皆不會承擔任何責任。
3. 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。
4. 所有外借資料版權均屬香港特別行政區政府所有，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。
5. 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。
6. 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 NOTES

Application Procedures

1. Please contact the Extension Services Unit at 2724 9026 for advance booking and then fax (2724 9094) the completed application form together with the supporting documents (applicable to registered charitable and non-profit-making organizations) 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.
4. For registered charitable / non-profit-making organizations, the applicant should produce copies of supporting documents to identify the nature of the organization, 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 organization chop.
5. 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.

Conditions of Loan

1. Learning Kit:
 - 1.1 The borrowing party should collect and return the materials at the Extension Services Unit, 3/F, Hong Kong Museum of History during office hours (Mon - Fri: 9:30 a.m. – 5:30 p.m.) according to the loan period stated on the application form. The borrowing party should bring along the original application form upon collection for identification.
 - 1.2 The content of the materials shall not be altered or duplicated in any way.
2. Self-collecting Exhibition Panels:
 - 2.1 For the loan exhibition panels, successful application will be confirmed by letter within 7 working days. The borrowing party is required to collect and return the panels on her/his own at the Museum during office hours (Mon-Fri: 9:30 a.m. – 5:30 p.m.) according to the loan period stated on the application form. The borrowing party is required to inform the Museum staff by phone (2724 9026) of the vehicle's plate number, the name of receiver and arrival time one day before collection. The borrowing party should inform the Museum staff and provide the original confirmation letter upon collection.
 - 2.2 The exhibition panels should be well protected from rain, humidity and direct sunlight in in-door area. The borrowing party should be responsible for the safety measures during transportation and display period. The Museum is not liable for any damage or harm caused to persons while setting up and displaying, the panels under the custody of the borrowing party.
3. In case of damage or loss of the loan out materials, it should be reported to the Museum's Extension Services Unit immediately and 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.
4. 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.
5. The borrowing party should not impose any charge on the viewers, or loan the materials to any other schools / organizations without the Museum's consent.
6. 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.