



檔案編號 Ref. No: () in LCS AM _____

申請編號 Application No.: _____

照片複製/檔案影印申請表格

Application for Reproduction of Photographs / Photocopy of Archives

申請人: _____
Applicant

公司/機構名稱: _____
Company/Institution

電話號碼: _____ 傳真號碼: _____ 電郵: _____
Telephone No. Fax No. E-mail

地址: _____
Address

申請複製/影印項目 Details of Requested Items (請參閱申請須知 Please refer to Notes to Applicant) (如有需要, 請另備附頁 If necessary, please use additional papers)						
照片 / 檔案* 編號 Photographs / Archives* Ref. No.	照片 / 檔案* 說明 Brief Description of Photographs / Archives*	電腦掃描照片 Digital Scanning of Photographs	複製彩色幻燈片 (請列明呎吋) Duplicate of Colour Slides (Size Requested)	照片版權費 (商業用途) Photograph's Copyright Fee (Commercial Use) 每項每次\$1,000 \$1,000 per item per usage	檔案 影印張數 No. of Photocopies of Archives Requested	款額 (港幣) Amount (HK\$)
費用 (以現金或以劃線支票繳付港幣淨額予「香港特別行政區政府」) Fees (Made in cash or by cross cheque made payable to "The Government of HKSAR" in net amount, Hong Kong Dollars)		總額 (港幣) Total (HK\$) = _____				

聲明 Declaration (警告: 申請人如提出虛假聲明, 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.)

1. 我 / 我們* 使用複製照片 / 檔案影印本* 作為下述用途:

I / We* declare that the reproduced photograph(s) and/or photocopy/photocopies of archives* will be used for the following purpose(s):

◆ 如作出版/刊載用途者, 請提供以下資料:

Please provide further information if the requested items are for publishing purposes:

刊物名稱:

Publication Title: _____

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

錄影帶/光碟 video tape/CD-Rom 其他 others: _____

* 2. 根據版權條例(香港法例第 528 章), 本人明白檔案影印本只可作研究及私人研習之用。在影印前, 本人須根據法例作出聲明/承諾。

According to Copyright Ordinance (Cap.528 HK), I understand that archives could be photocopied for research and private study only. A separate statutory declaration is required should I request for photocopying.

日期 Date: _____

申請人簽署 Signature of applicant: _____

(簽署前, 請先細閱申請須知。)

(Please read the Notes to Applicant before signing)

* 請刪去不適用者 Delete where inappropriate

本辦事處專用 For official use only		
Approval	Fees	Progress
Approved / Not approved*	HK\$ _____ By cash / cheque*	Items ready date: _____
Assistant Curator: _____	Payment received date: _____	Items collection date: _____
Date: _____	M.R. No.: _____	
	Reference Library Officer	Reference Library Officer

申請須知

Notes to Applicant

複製/影印服務收費表 Fee of Reproduction / Photocopying Services		申請及使用規條 Conditions of Application and Use	
項目 Item	收費 (港幣) Charge (HKD)		
1. 複製照片 Reproduction of Photographs	黑白 B/W Print	彩色 Color Print	
1.1 複製彩色幻燈片 Duplicate of Colour Slides 35 毫米 mm (135 度 format) 6 厘米 cm x 6 厘米 (120 度 format) 10 厘米 cm x 12.5cm (4" x 5")	\$110 /每張 per copy \$118 /每張 per copy \$215 /每張 per copy		1. 如欲申請古物古蹟辦事處的照片複製或檔案影印服務，申請人須填妥並簽署此申請表格，親身遞交或郵寄至「九龍尖沙咀九龍公園香港文物探知館參考圖書館」。此外，申請人亦可以電郵(amo@lcad.gov.hk) 或傳真(2377 9792) 的方式遞交。 Please fill in and sign this application form for application for reproduction / photocopying services provided by the Antiquities and Monuments Office. Duly completed application form can be submitted in person or by post to the Reference Library of the Hong Kong Heritage Discovery Centre at the Kowloon Park in Tsim Sha Tsui, Kowloon. Application by email (amo@lcad.gov.hk) or by fax (2377 9792) is also accepted.
1.2 電腦掃描照片 Digital Scanning of Photographs	\$56	\$56	
2. 影印檔案 Photocopy of Archives			2. 由接獲申請表格的日期起計，一般照片複製工作會於十四個工作天內完成；一般檔案影印工作會於四個工作天內完成。 Application for reproduction of photographs normally takes 14 working days while photocopying of archives normally takes 4 working days to process upon receipt of the form.
2.1 影印服務的標準收費(單面) Standard charges for photocopying (one-side) 2.2 影印服務的標準收費(雙面) Standard charges for photocopying (both-side)	每張影印本 (A4 或 A3) 1 元 \$1 per photocopy (A4 or A3) 每張影印本 (A4 或 A3) 2 元 \$2 per photocopy (A4 or A3)		
3. 照片版權費 (商業用途) Photograph's Copyright Fee (Commercial use)	每項每次\$1,000 \$1,000 per item per usage		3. 請與圖書館職員核實應繳費用，並請親身前往參考圖書館辦理繳費及領取複製/影印項目的手續。 Please check with the Reference Library Officer for exact amount of payment. Payment should be made and reproduced/ photocopied item(s) should be collected in person at the Reference Library. 4. 若申請人於訂購後三個月內仍未提取已訂購之複製/影印項目，本辦事處有權棄置該批複製/影印項目，所有已支付的費用將不獲發還。 No refund of the fees already paid would be made if the reproduced/ photocopied item(s) is/are not collected within three months from payment. The Office reserves the right to dispose such item(s) after the three months' period.
註解 Key : 古物古蹟辦事處只提供照片/幻燈片的全圖複製服務，並不設裁放服務。 The Antiquities and Monuments Office will reproduce photograph / slide in its original format. Digital / film cropping of photograph / slide will not be entertained. 電腦掃描的製作格式為“.jpg”。 The format for digital scanning will be saved in“.jpg”。 按照會計通告 3/2004 號的規定，影印服務的標準收費為每影印本 1 元，自行影印收費為每影印本 0.5 元。 As stipulated in the Accounting Circular No. 3/2004, the standard photocopying charge is \$1 per photocopy. For Self-service photocopying service is \$0.5 per photocopy.			
			5. 古物古蹟辦事處執行秘書有權在其認為適當的情況下，拒絕提供有關的複製照片/檔案影印本。 The Executive Secretary of the Antiquities and Monuments Office reserves the right to refuse supply of reproduced photograph(s) or photocopy/photocopies of archives as he/she sees fit.
			6. 每次申請只可使用複製照片 一次 。古物古蹟辦事處保留若干照片之使用權及刊載權。因此，申請人應先與本辦事處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辦事處形象和宗旨，以及有損本辦事處的利益，本辦事處亦有權拒絕其申請。 The reproduction fee only covers the use of the photographs once . Applicants are advised to first make certain with the Office staff if items required are available as the Office reserves reproduction rights on certain items. The Office also reserves the rights to turn down applications in all stances where intended use of the items appears to be contrary to the image and interest of the Office.
			7. 所有本辦事處版權所有的照片的版權在任何時間均屬香港特別行政區政府。本辦事處允許申請人複製或使用有關照片/檔案，僅限於作聲明中所列用途。除此之外，申請人不可將有關照片/檔案作其他用途。 Copyright in all photographs from the Antiquities and Monuments Office (if owning the copyright) is vested in the Government of the Hong Kong Special Administrative Region at all times. Any permission granted by the Office for the reproduction or use of photographs / archives shall be limited to the purpose(s) set out in the Declaration. Use of the photographs / archives for any purpose other than that specified above is strictly prohibited.
			8. 申請人無論以任何形式使用本辦事處提供的複製照片/檔案影印本，必須列明出處，並於適當地方鳴謝古物古蹟辦事處。 When using reproduced photograph(s) or photocopy/photocopies of archives provided by the Antiquities and Monuments Office in any forms, the applicant must indicate the source of information and provide due acknowledgement to the Antiquities and Monuments Office where appropriate.
			9. 根據個人資料(私隱)條例(香港法例第 486 章)第十八、二十二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，並會在有需要時轉交其他政府部門或機構作相同或直接相關用途。申請人如欲查閱及/或更正個人資料，可致電 2208 4428 與圖書館職員聯絡。 Personal data given by the applicants shall be used for processing the application and may be transferred to other government departments or organizations for the same purpose or other directly related purposes in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap.486 HK). Request for access to and/or correction of personal data should be made to the Reference Library Officer at 2208 4428.