



編號 Ref. No: () in LCSD CS MH / 10-30 (R) ____

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

申請者：_____
Applicant

機構名稱：_____
Institution

電話號碼：_____
Telephone No.

傳真號碼：_____
Fax No.

電郵：_____
E-mail

地址：_____
Address

複製項目資料 Details of Reproduction△ 如有需要，請另備附頁 If necessary, please use additional papers						
博物館編號 Museum Ref. No.	說明 Brief Description	電腦掃描 Digital Scanning	視聽節目 (請列明時段) Audio-visual Programme (Time range requested)	文章 Article	複製費用 Reproduction Cost	複製權費 Reproduction Right Fee
請在適當位置填上「✓」及填寫時段 Please mark 「✓」 and time range if appropriate					請在適當位置填上「✓」 Please mark 「✓」 if appropriate	
1.						
2.						
3.						
4.						
5.						
6.						

△有關服務收費，請參閱申請須知所列的「複製服務收費表」。Please refer to “Fee of Reproduction Services” shown on the Notes to Applicant.

■ **聲明 Declaration** (聲明須知：申請人如提出虛假聲明，則須負上侵犯版權的法律責任。
Note to Declaration: The applicant who makes a false declaration is liable for infringement of copyright.)

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I / We* declare that the reproduced material(s) will be used for the following purpose(s):

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類型 Type: ☐ 書籍 book ☐ 期刊 periodical ☐ 小冊子 pamphlet ☐ 雜誌 magazine ☐ 錄影帶 video ☐ 光碟 CD ROM ☐ 網頁 webpage

☐ 其他 others _____

日期 Date: _____ 申請人簽署 Signature of applicant: _____ (簽署前，請先閱申請須知。
Please read the Notes to Applicant before signing)

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Approval	Fees	Progress
Approved / Not approved*	HK\$ _____ By cash/ cheque/ bankdraft*	Payment received: _____
CC(MH) / C(C&SYSM)*: _____ Date: _____	Bank: _____ Cheque No _____ Date: _____ M.R. No _____	Items ready: _____ Delivery: _____
	Resource Centre Officer	

*請刪去不適用者 Delete where inappropriate

申請須知

Notes to Applicant

複製服務收費表 Fee of Reproduction Services		申請規條 Application Conditions	
項目 Item	每項收費 (港幣) Charge Per copy (HKD)	1.	申請者必須使用本表格以便本館處理有關申請。 Applicants must use this form for Museum's handling of reproduction application.
1. 複製圖片服務 Reproduction of Photographs and Postcards	複製費用 Reproduction Cost	2.	申請者如需參閱圖片及視聽資料，請致電參考資料室 2724 9009 或 2724 9033 預約時間。 Applicants can make advance appointment for viewing Museum photographs and audio-visual materials by calling the Resource Centre at 2724 9009 or 2724 9033.
1.1 電腦掃描 Digital Scanning #	\$60	3.	由接獲申請表格及費用的日期起計，一般製作會於十四個工作天內完成；若要求提供之物件未有拍攝影像，則需較長時間處理。 Application normally takes 14 working days to process upon receipt of the form and payment. However, longer time will be required if the image of the required item is not available.
2. 複製視聽資料 Reproduction of Audio-Visual Materials	複製費用 Reproduction Cost	4.	若申請人於訂購後三個月內仍未提取已訂購之複製資料，本館有權棄置該批資料，所有已支付的費用不會獲得發還。 No refund of the fees already paid would be made if the items are not collected within three months from payment. The Museum reserves the right to dispose of such reproduced materials after the three months' period.
2.1 影片錄影片段(只限 CD-R) Footage Clipping (CD-R only)	每 5 分鐘\$150 \$150 per 5 mins	5.	每次申請只可使用複製資料一次。香港歷史博物館保留若干藏品之使用權及刊載權。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，本館亦有權拒絕其複製申請。 The reproduction fee only covers the use of the materials <u>once</u> . Applicants are advised to first make certain with the Museum staff if items required are available as the Museum reserves reproduction rights on certain objects. 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 of the Museum image.
2.2 錄音片段 (只限 CD-R) Sound Dubbing (CD-R only)	每 5 分鐘\$75 \$75 per 5 mins	6.	於複製圖片旁須印有「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、視聽節目製作內適當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 reproduction in any publication unless the publication / audio-visual production contains a specific passage or note to acknowledge the Hong Kong Museum of History.
3. 複製權費 Reproduction Right Fee	商業用途 Commercial use	7.	請與參考資料室職員核實應繳費用，劃線支票抬頭請註明「香港特別行政區政府」。現款繳費請親往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辦理。 <u>海外申請者</u> 請以銀行本票繳付港幣淨額（不包括銀行手續費）。 Please check with the Resource Centre Officer for exact amount of payment. Cheques should be crossed and made payable to "The Government of the HKSAR". Payment in cash should be made in person at the Resource Centre, the Hong Kong Museum of History, 100 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong. For <u>overseas applicants</u> , please pay by bank draft in Hong Kong Dollars the net amount of fee (exclusive of any bank service charges).
3.1 文章 Article	每項每次\$2,000 \$2,000per item per usage	8.	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。 Personal data given by the applicants shall be used for processing the application. Request for access to and/or correction of personal data should be made to Assistant Curator II (Historical Archive) at 2724 9033.
3.2 視聽資料 / 圖片 Audio-visual materials / Photographs	每項每次\$1,000 \$1,000 per item per usage		
Key: #電腦掃描的製作格式為 jpg。 The format for digital scanning will be saved in jpg file.			