



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

查詢及預約 Enquiries and Advance Booking :

☎ 2569 1429 (教育組 Education Unit) ☎ 2569 1637

(填寫前請先閱讀申請須知 Please read the Notes on Application 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"/> 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) _____		

### 自取外借資料項目 Self-collecting Loan Out Details (請選擇 Please select)

展覽圖板 Exhibition Panels *		
題目 Title (只可選一項 Please select one only)	展覽地點 Display Area	借用日期 Loan Period
<input type="checkbox"/> 東區歷史展 History of Island East (20 塊圖板/ panels) -包括圖片 incl. photo cardboards (19 塊圖片/ cardboards)		
<input type="checkbox"/> 八年抗戰 The 8-Year War of Resistance (18 塊圖板/ panels)		
<input type="checkbox"/> 烽火英雄—東江縱隊與港九獨立大隊 The East River Column and the Hong Kong-Kowloon Independent Brigade (13 塊圖板/ panels)		

\* 請附上擺放展板地點的平面圖。 Please attach a floor plan of the display area.

### 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

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*此欄由本館職員填寫 For Official Use Only*

所借資料 Materials to loan

接受 Accepted

拒絕 Rejected

展覽圖板 Exhibition Panels

簽署 Signature : \_\_\_\_\_

ACI (MCD)

備註 Remarks

日期 Date : \_\_\_\_\_

# 申請須知 NOTES ON APPLICATION

## 申請手續

1. 凡申請展覽圖板者，申請人請先致電 2569 1429 與本館教育組預約，然後將申請表的正本及證明文件的副本（註冊慈善團體及非牟利機構適用），連同一幅清楚顯示擺放圖板地點的平面圖，郵寄至香港筲箕灣東喜道 175 號香港海防博物館教育組收，信封面請註明「借用展覽圖板」。
2. 凡申請借用展覽圖板者，必須於擬定借用日期前一個月遞交申請表，館方只接受預早三個月的申請。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. 自取展板：
  - 1.1 凡借用展板(包括圖片)，館方在審批後會發出批准信。借用者必須按借還日期，於辦公時間內（星期一至五上午 9 時至下午 4 時）到本館領取及交還展板，館方不負責運送事宜。借用者必須於提取展板前一天致電 2569 1429 通知本館所用車輛的車牌號碼，並在提取展板當日出示館方的批准信作證明，並帶同學校 / 機構的印章作蓋印用。
  - 1.2 凡借用圖板者，必須妥為擺放展板，以免展板受潮或被日光直射。借用者須確保展板在展出期間的安全。展覽期間，在任何情況下，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，借用者必須立即通知本館教育組，切勿嘗試自行修補。館方有權追討賠償，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，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。
4. 借用者不能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。
5. 館方保留對申請的最後決定權。

## 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)條例第十八、二十二及附表一的第六原則，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 2569 1248 與教育組職員聯絡。

## Application Procedures

1. For the loan of exhibition panels, please first contact the Education Unit at 2569 1429 for advance booking and then send the completed application form together with the supporting documents (applicable to registered charitable and non-profit-making organization) and a floor plan of the display area by mail to the Education Unit, Hong Kong Museum of Coastal Defence, 175 Tung Hei Road, Shau Kei Wan, Hong Kong, and mark "Application for Loan of Exhibition Panels" on the envelope.
2. The applicant for the loan of exhibition panels is required to submit the completed application form at least 1 month in advance of the intended date of display. Application is accepted up to 3 months in advance. All application will be processed on a first-come-first-served basis.
3. 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.
4. 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. Self-collecting Exhibition panels:
  - 1.1 For the loan of panels (incl. cardboards), successful application will be confirmed by letter. The borrower is required to collect and return the panels on her/his own at the Museum during office hours (Mon-Fri: 9:00 a.m. – 4:00 p.m.) according to the loan period stated on the application form. The borrowing party is required to inform the Museum staff by phone (2569 1429) of the vehicle's plate number one day before collection, and produce the confirmation letter together with the school / organization chop upon collection.
  - 1.2 The self-collecting panels should be well protected from rain, humidity and direct sunlight. The borrowing party should be responsible for the safety measures during the display period. The Museum is not liable for any damage or harm caused to persons while using the panels under the custody of the borrowing party.
2. In case of damage or loss of the loaned materials, it should be reported to the Museum's Education 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 the package with overheads.
3. 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.
4. 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.
5. 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 Education Unit at 2569 1248.