

視聽資料觀賞年證 / 續證申請表

Application / Renewal Form for Audiovisual Materials Viewing Year Card

有*項者必須填寫。請於適當位置的方格內填上✓號。

Items marked with * must be completed. Please tick in the appropriate box.

年證 Year Card \$300

優惠年證 Concessionary Year Card \$150

全日制學生 Full-time student

殘疾人士 People with Disabilities

六十歲或以上長者 Senior Citizen aged 60 or above

*申請人姓名 / 團體名稱:

- 先生 Mr.
 太太 Mrs.
 小姐 Miss
 女士 Ms.

Name of Applicant / Institute: _____

* 香港身分證 HKID No. / 護照號碼 Passport No.: _____

*地址 Address: _____

*聯絡電話 Contact Number: (必須提供最少一個聯絡電話 Please provide at least 1 contact number)

流動電話:

住宅:

辦公室:

Mobile: _____

Home: _____

Office: _____

*年齡 Age : 12 歲或以下 12 or below 13-25 歲 13-25 26-35 歲 26-35 36-45 歲 36-45 46-59 歲 46-59 60 歲或以上 60 or above

本人希望以電郵收到香港電影資料館之宣傳刊物。

I would like to receive the promotion materials of the Hong Kong Film Archive via email.

電子郵箱 Email address: _____

本人已明白及願意遵守香港電影資料館資源中心的視聽服務使用守則。

I agree to be abided by the Rules and Regulations of using the Audiovisual Materials Viewing Service in the Hong Kong Film Archive Resource Centre.

*申請人簽署:

日期:

Signature of Applicant: _____

Date: _____

此欄由本館員工填寫 For Office Use Only

Old Bar Code _____ & Expiry Date _____

New Bar Code _____ & Expiry Date _____

Borrower Type _____ Fee Paid _____ MR. No. _____

Handled by _____ Date _____

Checked by _____ Date _____

視聽服務使用守則

1. 本中心不設外借服務，全部館藏資料，只限於資源中心內閱覽、觀賞及使用。
2. 因版權、修復或其他原因，部份藏品不予借閱。
3. 資源中心設有多個視聽間及視聽室，中心職員將按申請觀賞服務的人數來分配。
4. 為善用視聽間，請年證持有者最早於使用前七天親臨本中心申請預約視聽服務，或於開放時間後五分鐘以電話預約，先到先得。
5. 請於預約視聽服務時提供姓名及觀賞證號碼。如經電話預約，請同時提供電話號碼，以便聯絡。
6. 每次可以預約一天的觀賞期及最多三項視聽資料，觀賞完畢需視乎視聽間/視聽室並無輪候者使用方可再行預約。
7. 為確保公眾人士有秩序地進入本資源中心使用各設施，本中心於星期六、日及公眾假期會實施派籌制度。公眾人士可以在中心開放前 10 分鐘於本館地下大堂開始輪候，中心職員將按次序提供服務。
8. 請於約定觀賞時間開始十五分鐘內抵達本中心，否則該預約作廢。本館保留安排其他人使用該視聽間之權利，而該逾時持證人須重新輪候。
9. 持證人請於觀賞當日出示觀賞證及有效之身分證明文件。
10. 貯物櫃為觀賞證持有者所享用。使用者只可攜帶鉛筆及紙張進入視聽間/視聽室，在進入視聽間/視聽室前，請先將其他隨身物件如手袋、公事包、背囊、手提電話、飲品、食品、攝影及錄音器材等，先存放在資源中心的貯物櫃內，待觀賞完畢後才取回。
11. 若使用者於觀賞期間離座超過三十分鐘，本館保留安排其他人使用該視聽間之權利。
12. 中心職員需要約三十分鐘時間處理即日申請觀賞視聽資料服務及從倉庫中提取視聽資料。
13. 使用者不能於觀賞間內觀賞非資源中心館藏物品。請尊重版權，切勿在中心內私自攝影、錄音或使用任何複製器材。
14. 若有特殊原因或其他實際需要，館方有權延長或更改年證之有效期間。
15. 觀賞證一經發出，概不退換或退款。因應個別情況，本館保留拒絕服務持視聽資料觀賞證人士的權利。
16. 視聽觀賞證屬香港電影資料館財物，不可轉讓或借用。凡更改地址或遺失觀賞證，請立即通知本館。

Rules of Audiovisual Viewing Service

1. The collection items of this Archive are not for lending out. They may only be viewed or used in the Resource Centre.
2. Some of the collection items are not available for viewing due to copyright, preservation or other concerns.
3. The Resource Centre has a number of viewing booths and a viewing room. Our staff reserve the right to allocate the viewing booths according to the number of viewers.
4. The Resource Centre provides viewing booth reservation service to Audiovisual Materials Viewing Year Card holders. The cardholder can reserve a viewing booth not more than seven days in advance. Reservation can be done in person or by telephone five minutes after the opening of the Centre. The places are allocated on a first-come-first-serve basis.
5. The cardholders should state his/her name and card number when making reservations. If reservation is made by telephone, please provide us your contact telephone number as well.
6. Each cardholder is limited to book one day of viewing and a maximum of 3 items of audiovisual materials at any one time. A new request can be made after the viewing is finished and subject to the availability of the booths / room.
7. To ensure the public to enter into the HKFA Resource Centre, an entry token scheme is exercised on Saturdays, Sundays and Public Holidays. Tokens will be allocated by our staff to the public users 10 minutes before the opening of the centre at G/F lift lobby.
8. Please arrive the Resource Centre within 15 minutes from the appointed time. Late comers will forfeit their reserved booths that may be passed to other waiting users. The late cardholder will have to make reservation again.
9. Applicants should produce their cards and identification document on the day of viewing.
10. Users can only bring pencils and papers to the viewing booth/room. They have to put their bags, handbags, suitcases, video and audio recorders or any reproduction equipment, food and drinks in the lockers provided in the Resource Centre, exclusively for viewing card members, before entering the viewing booths / room.
11. Users should not leave the viewing booth/room for more than 30 minutes. Otherwise, the Archive reserves the right to allocate that booth/room to other users.
12. Our staff needs about 30 minutes to process one application for viewing service and check out audiovisual materials from our conditioned stores.
13. Only HKFA's collection item can be viewed in AV booths / room. Please respect copyright. Video and audio tape recorders or any reproduction equipment should not be used in the Centre without prior approval.
14. The Archive reserves the right to extend or amend the effective period of the cards upon special reasons or practical needs.
15. Once issued, the viewing card is neither returnable nor refundable. The Archive reserves the right to refuse the viewing cardholder's requests on certain circumstances.
16. The Audiovisual Viewing Card is the property of the Hong Kong Film Archive and is non-transferable. Please inform the Archive of any change of address or loss of card(s).

查詢 For enquiries

電話 Tel : 2119 7360

傳真 Fax : 2119 9136

電郵 Email : hkfar@lcsd.gov.hk

申請辦法 Application Procedures

個人申請 Individual applicant

1. 請填妥申請表格後，連同費用交回資源中心。Please complete the application form and submit it with the appropriate fees to the Centre.
2. 申請視聽資料觀賞證時，請出示有效之身分證明文件。優惠證申請人亦需出示相關之證明文件。Valid documentary proof of identity should be produced upon submission of application.
3. 請以現金繳付本館規定之視聽觀賞證申請費用，所繳之費用概不退還。Please pay the application fees by cash. The payment made is not refundable.
4. 若申請人未能親身到本館辦理申請手續，亦可委派携同授權書之人士代辦。授權書之內容必須包括申請人及代辦人的姓名全名、身分證明文件號碼及雙方簽署。代辦人需出示其本人有效之身分證明文件，及申請人的有效之身分證明文件及地址證明文件。The application may be made by an authorized person with a letter containing the full name, identity card number and signature of both the applicant and the authorized person. Relevant documentary proof should be produced upon submission of the application.

團體申請 Institution applicant

5. 申請團體必須是政府註冊之學校、組織或機構。The institution applicant should be a government registered school, organization or society.
6. 申請表格須由團體負責人或代表人填妥，並於遞交申請時出示有效之身分證明文件及地址證明，及附該團體蓋印或有關登記文件等。A representative of the institution should complete the application form with an official stamp. Relevant documentary proof of identity and address of both the institution and the representative should be produced such as business registration certificate, etc.
7. 團體證的各項費用與個人證相同，惟優惠費用不適用於團體申請者。The fee of an institution card is the same as that of an individual day / year card without concessions.
8. 團體視聽資料觀賞證將貼上該團體之名稱。惟本館只可在同一時間內，為一位持團體視聽資料觀賞證人士提供視聽服務。Only one person at a time should use the card issued to the institution.
9. 使用者於觀賞當天必須同時出示團體視聽資料觀賞證及其本人在該團體之身分證明文件，如職員證或學生證等。The user should produce the card as well as his / her institution identity card such as staff card, student card, etc.

續辦年證 Renewal of Year Card

10. 請填妥續證申請表格，續證之費用及辦法與新申請者相同。Please complete the application form and submit it with appropriate fees to the Centre.
11. 續證將由申請當天起計一年之內生效。如預早續證，生效日期可從舊證到期日起計一年。The validity period of a renewed card is one year from the day of application. If renewal is made before the expiry date of the old card, the validity will be one year from the expiry date.
12. 其他申請手續包括所填報資料及費用均與新申請者相同。The renewal procedures and the fees are the same as those for new application.

有關《個人資料(私隱)條例》 Notice regarding the Personal Data (Privacy) Ordinance

1. 康樂及文化事務署將使用本表格上的個人資料作下列用途：The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes：
 - (a) 在一般情況下或發生緊急事故時聯絡申請人；Communication in the normal course and in case of emergencies;
 - (b) 作統計及研究用途，但所得的統計數字或研究結果不會以識辨各有關資料當事人或其中任何人的身分形式提供；For statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them;
 - (c) 作法例規定、授權或准許的其他合法用途。Any other legitimate purposes as may be required, authorised or permitted by law.
2. 本表格上的個人資料均由申請人自願提供。不過，假如申請人提供的資料不足，有關申請/要求可能會因而延遲審批，不獲接納或不予受理。The provision of personal data by means of this application is voluntary. However, if insufficient information is provided, the application / request may be delayed or not be considered or processed.
3. 為作上文第 1 段所述的用途，你在本表格上所提供的個人資料，或會向政府決策局和部門，以及其他機構透露。The personal data you provide by means of this application may be disclosed to Government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.
4. 根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則，申請人有權要求查閱或改正本表格上的個人資料。You have a right to request access to or the correction of your personal data as stated in this application in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.
5. 如欲查詢本表格上的個人資料，包括要求查閱和更改資料，可以致電(852) 2119 7360 或傳真(852) 2119 9136，與資源中心職員聯絡。Enquiries concerning the personal data collected by means of this application, including the request for access and correction, should be addressed to the staff of Resource Centre at (852) 2119 7360 (Tel) or (852) 2119 9136 (Fax).