

音樂事務處 - 借用樂譜申請表

Music Office - Application for Loan of Music Score

(for non-profit making organization's application only 只供非牟利團體申請)

音樂事務處專用

For Music Office use only

申請編號: _____

樂譜價值: _____

團體編號: _____

甲部 Part A

A. 機構名稱 Name of Organization : _____

B. 地址 Address : _____

C. 負責人姓名 Name of Responsible Person: _____ 職位 Post: _____

聯絡電話 Tel. no. : _____ 傳真號碼 Fax no.: _____

電郵 Email: _____

D. 借用物品詳情 (以下簡稱「借用物品」)

Details of loan item(hereinafter referred to as the "Borrowed item"):

(每張申請表格只供填寫一項借用物品 *Each application for one Borrowed item only*)

i) 樂譜名稱 Title of Piece:

ii) 作曲家/編曲者 Composer/Arranger : _____

iii) 出版商 Publisher : _____

iv) 編號 Call Number: _____

E. 借用日期 Loan Period : 由 From _____ 至 to _____

(只限借用 14 天 up to 14 days)

你在此表格填報的個人資料，音樂事務處將用作處理你的申請。填寫此申請表亦屬自願性質，如你未能提供足夠資料，則本處未必能處理有關申請。根據「個人資料(私隱)條例」第 18 及 22 條及附表 1 第 6 原則的規定，你有權獲得及更改個人資料，你亦有權獲取填寫在此表格上的個人資料複本。如欲獲取或更改資料，請致函音樂事務處圖書館香港灣仔港灣道 12 號灣仔政府大樓 25 樓提出申請。

The personal data provided by means of this form will be used by the Music Office for processing your application. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we shall not be able to process the application. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form. For access and correction of personal data, please write to Music Office Library, 25th fl., 12 Harbour Road, Wanchai, Hong Kong.

申請編號: _____

團體編號: _____

承諾書 Undertaking

(To be completed by responsible person of organization 由機構負責人填寫)

本人 _____ (須與甲部 A-C 相同)，謹代表 _____

(機構名稱) (「本機構」)，向音樂事務處申請借用詳列於甲部 D 項的借用物品，如獲批准，本人及本機構共同及個別地承諾遵守下列各項條款：

I _____ (same as Part A-C), representative of _____

(name of organization) (“Organization”), apply for loan of the Borrowed item detailed in Point D of Part A jointly and severally undertake to abide by the following conditions if the application is approved:

- (1) 音樂事務處保留借用物品的一切權利。
The Music Office reserves the right to loan the Borrowed item.
- (2) 音樂事務處保留在借用期內任何時候，向借用者索回借用物品進行檢查的權利。
The Music Office reserves the right to demand return of the Borrowed item for inspection at any time during the period of loan.
- (3) 借用物品不得轉借予他人。
The Borrowed item is/are not transferable.
- (4) 本人在領取及歸還借用物品時，均須按照音樂事務處所訂定的日期和時間，前往指定的地點辦理有關手續，並確保借用物品完好無損地歸還給音樂事務處。
I shall collect and return the Borrowed item in good condition at the designated venue on the date and time as specified.
- (5) 如借用物品有任何損壞或遺失，本人及本機構將共同及個別地負責按下列計算方法賠償給音樂事務處 -
In the event that the Borrowed item is damaged or lost, I and the Organization shall be jointly and severally liable to compensate the Music Office for such in accordance with the charges set out as follows -

現貨價加額外的 20% 間接費用。
Current price plus 20% on-cost.
- (6) 借用物品不得用作商業及/或牟利用途。
The Borrowed item must not be used for commercial and/or profit- making purposes.
- (7) 本人及本機構在使用借用物品時，必定遵守香港的版權條例（第 528 章）。
I and the Organization shall comply with the Copyright Ordinance (Cap. 528) in Hong Kong when using the Borrowed item.

- (8) 本人及本機構共同及個別地承諾如未事先取得由所有相關版權擁有人及／或特許機構發出一切所需的特許及許可證，並負責所有相關費用，不得使用任何借用物品作出任何《版權條例》（第 528 章）第 22 至 29 條列明的受版權限制的作為，包括但不限於(i)複製該借用物品；(ii)向公眾發放或提供該借用物品的複製品；(iii)公開表演、播放或放映該借用物品；(iv)將該借用物品廣播或將該借用物品包括在有線傳播節目服務內；以及(v)製作該借用物品的改編本。倘因本人及本機構侵犯或涉嫌侵犯任何人士的知識產權或其他權利，令音樂事務處及／或香港特別行政區政府（「政府」）蒙受或招致，或導致他人向音樂事務處及／或政府提出或確立任何及一切損失、申索、損害賠償、費用、收費、開支、法律責任、索求、法律程序及訴訟，而以上各項是本人及本機構借用或使用借用物品及其任何部分所產生的，或是在與該項借用或使用有關的情況下產生的，則本人及本機構須共同及個別地為此而向音樂事務處和政府持續作出十足和有效的彌償。

I and the Organization jointly and severally undertake not to use the Borrowed item for the purpose of doing any acts restricted by copyright set out in sections 22 to 29 of the Copyright Ordinance (Cap.528) including but not limited to (i) copying the Borrowed item; (ii) issuing or making available copies of the Borrowed item to the public; (iii) performance, playing or showing of the Borrowed item in public; (iv) broadcasting the Borrowed item or including it in a cable programme service; and (v) making an adaptation of the Borrowed item; without obtaining in advance all necessary licences and permits from all relevant copyright owners and/or licensing bodies at my and the Organization's own costs and expenses for doing any of such acts, and I and the Organization undertake to jointly and severally keep the Music Office and the Government of The Hong Kong Special Administrative Region ("Government") fully and effectively indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which the Music Office and/or the Government may sustain or incur or which may be brought or established against it by any person and which in any case arises out of or in relation to the loan or the use of any part of the Borrowed item by reason of any infringement or allegation for infringement of intellectual property rights or other rights of any person whatsoever.

本申請書受到香港法律的管轄，並按香港法律解釋。本人及本機構同意接受香港法院的專屬司法管轄權的管轄。

This application form shall be governed by and construed in accordance with the laws of the Hong Kong. I and the Organization agree to submit to the exclusive jurisdiction of the courts of the Hong Kong.

本申請書以中文擬備，英文譯本僅供參考。若中文版本與英文譯本有任何抵觸，一律以中文版本為準。

This application form has been drawn up in the Chinese language and the English translation hereof is for reference only. The Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation hereof.

機構負責人簽署及機構蓋印

Signed by responsible person

of organization and office chop : _____

日期 Date : _____

見證人姓名

Name of witness: _____

見證人簽署

Signed by witness: _____

日期 Date : _____