



照片複製申請表
Application for Reproduction of Photographs



編號 Ref No. () in LCSD CS HM HKHM 4-60/2
(本館專用 For Official Use Only)

申請流程 Application Procedures				
查詢 Enquiry	⇒	遞交申請表 Application Submission	⇒	處理申請 Application Processing
			⇒	通知申請結果 Result Notification
				⇒
				繳費及/或領取複製照片 Payment Arrangement and/or Collection of Reproduced Photographs

申請人姓名:
Name of Applicant _____
公司 / 機構名稱 (如適用):
Name of Company/Institution (if applicable) _____
電話號碼:
Telephone No. _____ 傳真號碼:
Fax No. _____ 電郵:
E-mail _____
地址:
Address _____

請在適當方格內填上“☑”。如有需要，請另備附頁。 Please mark “☑” in the appropriate boxes. If necessary, please use additional papers.

擬複製照片詳情 Details of Photographs to be Reproduced			
博物館號碼 Museum No.	名稱 / 標題 Name / Title	商業用途 Commercial Use	非商業用途 Non-Commercial Use
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

聲明 (聲明須知：申請人如提出虛假聲明，須負上侵犯版權的法律責任。)

Declaration (Note to Declaration: The applicant who makes a false declaration is liable for infringement of copyright.)

我 / 我們聲明使用複製照片作 _____ 用途。
I / We declare that the reproduced photograph(s) will be used for the purpose of _____

如作出版 / 展覽 / 活動用途者，請說明：

Please provide further information if the requested photograph(s) is/are for publication/ exhibition/ event purpose(s):

出版 (如適用) For Publication (if applicable)	展覽或活動 (如適用) For Exhibition or Event (if applicable)
編/著者 Author/Editor:	名稱 Title:
刊物名稱 Title:	日期 Period:
性質 Nature#: <input type="checkbox"/> 出售/商業 for sale/commerce (售價 Price: _____/本 Copy) <input type="checkbox"/> 慈善 for charity <input type="checkbox"/> 免費派送 free distribution <input type="checkbox"/> 其他 others _____	地點 Venue: 主辦單位 Organiser:
類型 Type#: <input type="checkbox"/> 書籍book <input type="checkbox"/> 期刊periodical <input type="checkbox"/> 小冊子pamphlet <input type="checkbox"/> 雜誌magazine <input type="checkbox"/> 錄像/光碟video/CD-Rom <input type="checkbox"/> 網頁webpage <input type="checkbox"/> 其他others: _____	入場費 Admission Fee: 照片用於製作 Photograph(s) is/are used for the production of: _____

#可選多於一項。You may select multiple options.

申請人/公司/機構已細閱及願意遵守本申請表第2頁所載的申請須知，並繳付所需費用。

The applicant/company/ institution reads through, and agrees to abide by the Notes for Application on page 2 of this application form and pay the necessary fees if required.

(若屬公司/機構請加蓋章)

日期Date: _____ 申請人簽署Signature of Applicant: _____ (Company/ Institution Chop where applicable)

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Approval	Fees	Progress
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Approved, except Item No.: _____ MD/C() _____ Date / / _____	HK\$ _____ Received on: _____ <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Draft / Telegraphic Transfer <input type="checkbox"/> Cash Bank & No. _____ M.R. No. _____	Items ready on _____ Sent on / Collected on _____

(A) 複製服務收費表 Fees of Reproduction Service		
項目 Item	數碼複本 Digital Copy	使用權費 (每項每次) Usage Rights Fee (per item per usage)
商業機構 Commercial Organisation	每張港幣 75 元 HK\$75 per copy	港幣 1,000 元 HK\$1,000
學術及非牟利機構 Academic and Non-Profit Making Organisation	每張港幣 75 元 HK\$75 per copy	免費 Free
格式- jpg or tif 視乎現有圖檔 Format - jpg or tif, subject to availability 解像度- 不定 視乎現有圖檔 Resolution - Various, subject to availability 圖檔大小- 不定 視乎現有圖檔 File size - Various, subject to availability 不設裁放或修飾服務 No provision of digital cropping or retouching services		
(B) 申請及使用條款 Terms and Conditions of Application and Use		
<ol style="list-style-type: none"> 如欲申請複製 / 使用香港文化博物館的照片, 申請人必須填妥並簽署本申請表, 以郵寄(地址: 香港新界沙田文林路一號香港文化博物館四樓資源中心)、傳真 (2180 8222) 或電郵 (hkhm@lcsd.gov.hk) 方式交回。 Please fill in and sign this application form for reproduction / use of the photographs from the Hong Kong Heritage Museum. Application form can be submitted by post to Hong Kong Heritage Museum (Address: Resource Centre, 4/F, Hong Kong Heritage Museum, 1 Man Lam Road, Sha Tin, Hong Kong), fax (2180 8222) or email (hkhm@lcsd.gov.hk). 部份館藏或未能提供高像素數碼複本。申請人宜先向本館職員查詢。查詢請致電: 2180 8188。 High resolution digital copies may not be available for certain collection items. Applicant is advised to consult the Museum staff prior to submitting application. For enquiries, please call 2180 8188. 由收到申請表及所需補充資料(如有)的日期起計, 一般複製工作會於十四個工作天內完成; 若要求複製的項目未有數碼檔案, 或需較長時間處理。 Upon receipt of the application form and the supplementary information (if any), application for reproduction would normally be completed within 14 working days. It would take a longer processing time if digital file of the requested item is not available. 若申請人於付款後三個月內仍未提取已複製的照片, 本館有權棄置該批照片, 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 photographs are not collected within three months from payment. The Museum reserves the rights to dispose of such reproduced photographs after the three months' period. 每次申請只可使用複製照片 <u>一次</u>。香港文化博物館保留若干藏品照片的使用權及複製權。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和宗旨, 本館亦有權拒絕其申請。 Each application only covers the use of the reproduced photographs <u>once</u>. Applicants are advised to first make certain with the Museum staff if items required are available as the Museum reserves usage and reproduction rights on photographs of certain collection items. The Museum 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 Museum. 該等複製照片只可作聲明中列舉之用途。若申請人日後欲再次使用或以任何形式複製該等照片, 必須再次申請並繳付相關費用; 惟本館保留最後批核權。在未經本館及/或有關項目的版權持有人同意, 不得擅自再次使用或複製任何照片, 違者可能會被檢控。 The reproduced photograph(s) can only be used for the purpose as stated in the Declaration. Should the reproduced photograph(s) be required to be reused or reproduced in any formats in future, it is necessary to make a new application and is subject to relevant fees. The Museum reserves the rights on final approval. Under no circumstances should any photograph(s) be reused or reproduced without the consent of the Museum and / or the copyright owner of the photograph(s). Unauthorized reproduction may be liable to prosecution. 不論以任何方式發表複製照片, 引用本館藏品照片時, 須適當地註明「香港文化博物館藏品」, 或於刊物、印刷品、視聽節目製作、網頁內適當地方鳴謝香港文化博物館。申請人應按本館要求提供一份該項製作之完成品以作紀錄。 The publication of the photographs in any forms should be accompanied by the acknowledgement "The Collection of Hong Kong Heritage Museum", which should be printed adjacent to each reproduced photograph as practical unless the publication / printed material / audio-visual production / webpage contains a specific passage or note to acknowledge Hong Kong Heritage Museum where appropriate. The applicant should provide a complimentary copy for record upon request by the Museum. 請與本館職員核實應繳費用。本地申請人請親身前往香港文化博物館, 以劃線支票(抬頭請註明「香港特別行政區政府」)或現金繳費。海外申請人請以銀行本票或電匯繳付港幣淨額費用 (不包括銀行手續費)。職員確認收妥費用後, 將郵寄/電郵複製照片(如適用)予海外申請人。 Please check with the Museum staff for the exact amount of payment. For local applicants, please pay by crossed cheques (made payable to "The Government of the HKSAR") or cash in person at the Hong Kong Heritage Museum. For overseas applicants, please send in a bank draft / telegraphic transfer denominated in Hong Kong Dollars the net amount of fee (exclusive of any bank service charges). Upon confirmation of receipt of the fee, the Museum staff will send the reproduced photographs (if applicable) by post/ email to the overseas applicant. 提供個人資料純屬自願性質。然而若資料不足, 本館職員可能無法處理有關申請。根據個人資料(私隱)條例(香港法例第486章)第十八、二十二條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。申請人如欲查閱及/或更正本申請表內的個人資料, 可致電 2180 8210 與行政主任(文化博物館)聯絡。 While the provision of personal data is voluntary, the Museum staff may not be able to process the application due to insufficient information provided. Personal data given by the applicants in this form shall be used for processing the application in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap.486 HK Laws). Request for access and/or correction of personal data stated in this form should be made to EO(Heritage Museum) at 2180 8210. 		