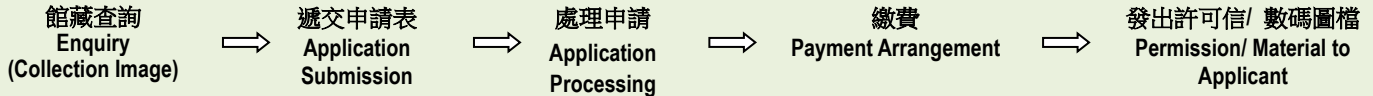




申請複印館藏圖像  
APPLICATION FOR REPRODUCTION OF COLLECTION IMAGE

編號  
Ref. No.

申請流程 Application Procedures



\*申請人/機構 Applicant \_\_\_\_\_

\*地址 Address \_\_\_\_\_

\*電話 Telephone \_\_\_\_\_ \*傳真 Fax \_\_\_\_\_ \*電郵 E-mail \_\_\_\_\_

(閣下可選擇提供部份或完整個人資料。所提供的個人資料僅供本館知悉申請人/機構資料以便處理申請及聯絡使用。 The applicant may supply partial or complete personal data. The personal data provided will only be used for the museum to identify the applicant and facilitate the application.)

申請人/機構欲使用下列藝術館藏品圖像作 \_\_\_\_\_ 用途。  
The applicant wishes to use the following images from the Museum collection for the purpose of \_\_\_\_\_.

出版 (如適用) For Publication (if applicable)

編/著者 Author/Editor: \_\_\_\_\_

書籍/刊物名稱 Publication Title: \_\_\_\_\_

出版社 Publisher: \_\_\_\_\_ 印數 Print run: \_\_\_\_\_

出版年份 Publish Year: \_\_\_\_\_ 售價 Price: \$ \_\_\_\_\_

性質 Nature:  出售 for sale  慈善 for charity  
 免費派送 free distribution

類型 Type:  書籍 book  雜誌 magazine  期刊 periodical  
 小冊子 pamphlet  錄像 video  光碟 disk  
 網頁 web page  其他 other \_\_\_\_\_

展覽或活動 (如適用) For Exhibition or Event (if applicable)

展覽/活動名稱 Event Title: \_\_\_\_\_

展覽/活動日期 Period: \_\_\_\_\_

地點 Venue: \_\_\_\_\_

主辦單位 Organizer: \_\_\_\_\_

入場費 Admission Fee: \_\_\_\_\_

圖片用於製作 Image is used for the production of: \_\_\_\_\_

藏品編號 Collection Ref. No.	藏品標題 & 藝術家名稱 Collection Title & Artist Name	*要求提供物料 Photographic Materials Required 數碼圖檔 DIGITAL FILE (✓)	*要求准許複印 (✓) Reproduction Permission Required	
			作商業用途 For COMMERCIAL USE	作非商業用途 For NON-COMMERCIAL USE
1.				
2.				
3.				
4.				
5.				
6.				
7.				

申請人/機構已閱讀及明白此表格收集的資料符合個人資料(私隱)條例以便本館處理申請使用, 並願意遵守全部申請須知並付所需費用。  
(閱後請剔選方格。請參閱背頁申請須知及收費。本館會於批核後通知申請者有關付款安排。)

The applicant reads through the form, understands the personal information collected is in accordance with the Personal Data (Privacy) Ordinance and will be used for processing the application only, and agrees to comply with all the conditions for application and pay the necessary fees as required.

(Tick the box after reading. Please refer to the overleaf notes and the charge rate. The Museum staff will inform the applicant the payment arrangement upon approval of the application.)

簽署 (若屬機構請加蓋章)  
Applicant's Signature (& Company Chop where applicable)

申請人  
Applicant \_\_\_\_\_  
日期 Date \_\_\_\_\_

只供辦理機關填寫 For office use only

費用 (港幣) Fees (HKD)	+	=
(物料費 Photographic Material Fee)		(複印權費 Reproduction Royalty Fee)
		(總費用 Total Fee)



## 複印圖像收費 Charge Rate of Image Reproduction (w.e.f. 1 April 2022)

### 1. 物料費：每張圖像 (港幣)

#### Photographic Material Fee per Image (HKD)

數碼圖檔 DIGITAL FILE \$63

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-Variou, Subject to availability  
圖檔大小-不定 視乎現有圖檔 File size-Variou, Subject to availability

### 2. 使用權費：每張次 (港幣)

#### Reproduction Fee per Item per Usage (HKD)

作商業用途 \$1,000

#### For COMMERCIAL USE

#### 作非商業用途

#### For NON-COMMERCIAL USE

作學術或非牟利用途而免費發放予公眾者，藝術館會因應情況考慮豁免此部份收費。

Waiver may be considered for academic or non-commercial publication and free distribution, or for events open free to the public.

## 申請須知 Notes for Application

- 申請者須填妥申請書並提供詳確資料以便本館審批。資料不完整之申請恕不受理。
- 圖片複印按項收費，申請者可向本館職員查詢費用實額。本館會於申請獲批核後通知申請者有關付款安排，已付費用恕不退還。海外付款須由銀行電匯，並以港元結算。
- 部份館藏或未能提供高像素數碼圖檔。申請人宜先向本館職員查詢。
- 香港藝術館保留若干藏品之使用及刊載權。請先向本館職員查詢以確定所需項目是否可使用。本館亦有權拒絕與本館形象宗旨抵觸之申請要求。
- 本館只供應現有完整圖像，恕不提供裁放或調度服務。
- 由接獲申請書起計，批核一般約需兩個星期。
- 批准複印權只限使用一次，並只適用於申請書內所述之用途。
- 引用本館藏品圖片時，須適當地註明出處：「香港藝術館藏品」及/或「圖片由香港藝術館提供」。聲明當附於圖片旁，如該刊物、印刷品、視聽節目內另設有鳴謝一欄，則可置於該處。
- 填妥之申請書請逕寄：  
電郵：hkmareg@lcsd.gov.hk  
郵遞：香港九龍尖沙咀梳士巴利道 10 號  
香港藝術館辦事處 藏品登記組
- 表格內所載錄的個人資料僅用於辦理圖片複印申請事宜，並會存檔於本館作記錄。根據個人資料（私隱）條例，閣下有權要求查閱及更正本表格內所提供的資料。
- 查詢：2734-2181 香港藝術館 藏品登記組
- Applicant should provide true and accurate information. Incomplete application will not be processed.
- Reproduction fees are charged per image. Applicant may consult the Museum staff for the correct amount of charges. Applicant will be informed of the payment arrangement upon approval of the application. Payment is non-refundable. **Overseas payment should be through bank tele-transfer (T/T) in HK Dollar.**
- High resolution digital images may not be available for certain collection items. Applicant is advised to consult the Museum staff prior to submitting application.
- Applicant is advised to consult the Museum staff on the requesting items as certain objects are restricted for reproduction. The Museum also reserves rights to decline requests where the intended use of the items might conflict with the Museum image.
- Cropping or tuning of images will not be entertained.
- Application processing normally takes around two weeks upon receipt of the form.
- Reproduction permission for use of the item(s) is valid for only one time for usage as stated on the form.
- Proper credits must be given for the use of Museum collection photo, viz. "HONG KONG MUSEUM OF ART COLLECTION" / "PHOTO SUPPLIED BY THE HONG KONG MUSEUM OF ART" as appropriate. It should be put adjacent to the photo unless the publication / audio-visual production contains a specific passage for acknowledgement in which case the credit could appear there.
- Completed form should be addressed to:  
By email: hkmareg@lcsd.gov.hk  
By post: Registration Sub-unit  
Hong Kong Museum of Art Office  
10 Salisbury Road  
Tsim Sha Tsui, Kowloon, Hong Kong
- Personal data collected by means of this form will only be used for processing the application and will be kept in the Museum for record. In accordance with the Personal Data (Privacy) Ordinance, you have the right to request access and correction of the personal data stated in this form.
- Enquiry: 2734-2181 Registration, Hong Kong Museum of Art.

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Copyright belongs to the HKSAR Government  
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