

資料/藏品複製申請表格 Application for Reproduction of Museum Materials/Collections



申請人資料 Applicant Details

申請人姓名 Name of Applicant: _____

公司 / 機構 (如適用) Company / Institution (if applicable): _____

地址 Address: _____

電話 Telephone: _____ 電郵 E-mail: _____

申請資料 Materials Requested

(請在適當方格填上 。如有需要，請另備附頁。Please mark in the appropriate boxes. If necessary, please use additional papers.)

藏品編號 Museum/ Collection No.	藏品標題 & 藝術家名稱 Collection Title & Artist Name	數碼複本 Digital Copy	使用權 Usage	商業/非商業用途 Commercial / Non-commercial use
		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 商業 Commercial <input type="checkbox"/> 非商業 Non-commercial
		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 商業 Commercial <input type="checkbox"/> 非商業 Non-commercial
		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 商業 Commercial <input type="checkbox"/> 非商業 Non-commercial
		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 商業 Commercial <input type="checkbox"/> 非商業 Non-commercial
		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	<input type="checkbox"/> 商業 Commercial <input type="checkbox"/> 非商業 Non-commercial

用途 Intended Use

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.)

申請人/公司/機構聲明使用複製項目作 _____ 用途。

The applicant/company/institution declares that the reproduced item(s) will be used for the purpose of _____.

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 請註明 please specify:	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 請註明 please specify:	入場費 Admission Fee:
	複製項目用於製作 Reproduced item(s) is/are used for the production of:

申請人/公司/機構已細閱及願意遵守本申請表第三頁所載的申請須知，並繳付所需費用。

The applicant/company/ institution has read through, and agrees to abide by the Notes for Application on page 3 of this application form and pay the necessary fees if required.

(若屬公司/機構請加蓋章)

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

申請人姓名 Name of Applicant: _____

日期 Date: _____

博物館專用 For official use only		
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 _____

申請須知 Notes for Application

(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 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
數碼複本 Digital Copy <ul style="list-style-type: none"> 格式- jpg or tif 視乎現有圖檔 <i>Format - jpg or tif, subject to availability</i> 解像度：不定 視乎現有圖檔 <i>Resolution - Various, subject to availability</i> 圖檔大小：不定 視乎現有圖檔 <i>File size - Various, subject to availability</i> 不設裁放、修飾或調度服務 <i>No provision of digital cropping, retouching or tuning services</i> 		
(B) 申請及使用條款 Terms and Conditions of Application and Use		
<p>1. 如欲申請複製 / 使用香港藝術館藏品項目，申請人必須填妥並簽署本申請表，以郵寄（地址：香港九龍尖沙咀梳士巴利道10號香港藝術館 藏品登記組）、電郵（hkmareg@lcsd.gov.hk）或親身遞交。 Please fill in and sign this application form for reproduction / use of the items from the Hong Kong Museum of Art. Application form can be submitted by post to Hong Kong Museum of Art (Address: Registration Sub-unit, Hong Kong Museum of Art, 10 Salisbury Road, Tsim Sha Tsui, Kowloon, Hong Kong), by email (hkmareg@lcsd.gov.hk) or in person.</p> <p>2. 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(+852) 2734 2181或電郵至hkmareg@lcsd.gov.hk。 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 (+852) 2734 2181 or email to hkmareg@lcsd.gov.hk.</p> <p>3. 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 files of the requested item is not available.</p> <p>4. 若申請人於付款後三個月內仍未提取已複製的照片，本館有權棄置該批項目，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 items are not collected within three months from payment. The Museum reserves the rights to dispose of such reproduced photographs after the three months' period.</p> <p>5. 批准複製權只限使用一次，並只適用於申請書內所述之用途。本館保留若干藏品項目的使用權及複製權。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，本館有權拒絕其申請。 Permission for use of the reproduced item(s) is valid for only one time for usage as stated on the form. 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 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.</p> <p>6. 該等複製項目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項目，必須再次申請並繳付相關費用；惟本館保留最後批核權。館藏圖像版權屬香港特別行政區政府所有。未經許可，嚴禁以任何形式翻印或轉載。在未得本館及/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項目，違者可能會被檢控。 The reproduced item(s) can only be used for the purpose as stated in the Declaration. Should the reproduced item(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. The copyright the collection images belongs to the HKSAR Government. Reproduction without permission is strictly forbidden. Under no circumstances should any item(s) be reused or reproduced without the consent of the Museum and / or the copyright owner. Unauthorized reproduction may be liable to prosecution.</p> <p>7. 不論以任何方式發表複製項目，引用博物館藏品項目時，須適當地註明「香港藝術館藏品」及/或「圖片由香港藝術館提供」，或於刊物、印刷品、視聽節目製作、網頁內適當地鳴謝香港藝術館。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 item(s) in any forms should be accompanied by the acknowledgement "The Collection of Hong Kong Museum of Art" / "Image supplied by the Hong Kong Museum of Art", which should be printed adjacent to each reproduced image practically unless the publication / printed material / audio-visual production / webpage contains a specific passage or note to acknowledge the Museum where appropriate. The applicant should provide a complimentary copy for record upon request by the Museum.</p> <p>8. 請與本館職員核實應繳費用。本地申請人請親身前往香港藝術館，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，將電郵複製項目(如適用)予海外申請人。 Please check with the Museum staff responsible for the collection 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 Museum of Art. 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 items (if applicable) by email to the overseas applicant.</p> <p>9. 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，可與本館職員聯絡。 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 the Museum staff.</p>		