



編號 Ref. No: () in LCS AM _____

申請編號 Application No.: _____

借閱檔案/ 閉架圖書參考資料申請表格 Archives/ Closed Stack Library Reference Materials Request Form

申請者: _____
Applicant

公司/機構名稱: _____
Company/ Institution

電話號碼: _____ 傳真號碼: _____ 電郵: _____
Telephone No. Fax No. E-mail

地址: _____
Address

擬借閱之檔案/ 閉架圖書參考資料詳情:

Details of Archives/ Closed Stack Library Reference Materials

項目 Item No.	古物古蹟辦事處 檔案編號/ 索書號 AMO archives ref. no./ Call no.	標題 Title	年份 Year	備註 (只供本處職員填寫) Remarks (Official use only)

聲明 Declaration

(聲明須知: 申請人如提出虛假聲明, 則須負上侵犯版權的法律責任。)

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

1. 我/我們 *使用檔案/ 閉架圖書館參考資料作為下述用途

I/ We *declare that the reference materials will be used by me/ us for the following purpose(s):

2. 我/我們*明白如需複印有關資料, 均依照版權條例(香港法例第 528 章)的規定處理。

I / We* understand any request for photocopying of materials would be handled according to the provisions of the "Copyright Ordinance"(Cap.528HK).

* 請刪去不適用者 Delete as appropriate.

日期 Date: _____

申請人簽署 Signature of applicant: _____

(簽署前, 請先閱背頁申請須知 Please read the **Notes to Applicant** overleaf before signing.)

申請人須知

Notes to Applicant

1. 申請者必須使用本表格以便本館處理有關申請。
Applicants must use this form for Antiquities and Monuments Office handling of application.
2. 申請者如需參閱資料，請致電參考圖書館 2208 4428 預約時間。
Applicants can make advance appointment for viewing library reference materials by calling the Reference Library at 2208 4428
3. 由接獲申請表格的日期起計，一般會於一至四個工作天內處理。請於約定時間在本處圖書館內取閱及使用所需資料，逾期作廢。
Application normally takes 1-4 working days to process upon receipt of the form. Please collect and use the reserved reference materials in the library on the confirmed date of viewing otherwise the request will be cancelled.
4. 由於版權所限及其他原因，部份檔案/ 參考資料未能提供閱覽及/或影印服務。
Some of the archives and reference materials may not be available for viewing and/ or photocopying due to copyright and other concerns.
5. 在版權許可下，參考圖書館可提供參考資料影印服務，但只限於作研究及私人研習之用。申請影印服務者，需根據版權條例(香港法例第 528 章)填寫聲明/承諾書一份。如要求圖書館代為影印，需另行填寫申請表一份。
According to the provisions of the "Copyright Ordinance"(Cap.528 HK), reference library would provide photocopy service but for research and private study only. A declaration is needed before application of photocopying. Another application form would also be required if request for photocopies by the library.
6. 每人每次最多可索閱 3 項檔案/ 閉架圖書館參考資料，當全部索閱資料歸還後才可再行要求索閱其他資料。
Each applicant would view archive/ closed stack library reference materials for maximum 3 items at one time. A new request can be made upon returning the loaned 3 items.
7. 請勿在檔案/ 閉架圖書館參考資料上放置物件或將它們塗寫、摺疊、撕裂、毀壞及拿走，或將其內容拆散、調動、插放其他物料。
Please do not press write, mark, fold, tear, mutilate or take away archive and reference materials.
8. 根據個人資料(私隱)條例第十八、二十二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/或更正個人資料，可致電 2208 4428 與參考圖書館職員聯絡。
Personal data given by the applicants 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. Request for access to and/or correction of personal data should be made to library staff at 2208 4428.