



檔案編號 Ref. No.: () in LCS AM _____

申請編號 Application No.: _____

照片複製/檔案資料影印申請表格 Application for Reproduction of Photographs / Photocopy of Archives

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

複製/影印項目資料 Details of Reproduction / Photocopy (請參閱申請須知 Please refer to Notes to Applicant)									
* 照片/ 古蹟檔案 編號 Photo- graph/ Archives Ref. No.	* 照片/檔案 說明 Brief Description of Photograph/ Archives	照片 數量 Quantity of Prints Requested	照片 Prints		電腦掃描 Digital Scanning 請 '√' 在適當 位置 Please '√' if appropriate	彩色幻燈片 Colour Slides	照片版權費 (商業用途) Photographs Copyright Fee (Commercial Use) 請 '√' 在適當位置 Please '√' if appropriate 每項每次\$1,000 \$1,000 per item per usage	檔案資料 影印張數 No. of Photocopies of Archives Requested	款額 (港幣) Amount (HK\$)
			黑白 (呎吋) b/w (Size)	彩色 (呎吋) Color (Size)					
費用 (以現金或以劃線支票繳付港幣淨額予「香港特別行政區政府」) Fees (Made in cash or by cross cheque made payable to "The Government of HKSAR" in net amount, Hong Kong Dollars)					總額(港幣) Total (HK\$) =				

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*使用複製照片/ 檔案資料* 作為下述用途 I/ We *declare that the reproduced photo(s) / Archive(s)* will be used for the following purpose(s):

◆ 作出版/刊載用途者, 請說明刊物名稱、性質及類型:

Please provide information for publication: Title, Type & Nature : _____

2. 根據版權條例(香港法例第 528 章), 本人明白檔案資料影印本(如有需要)只可作研究及私人研習之用。在影印前, 本人需根據法例作出聲明/承諾。

According to Copyright Ordinance(Cap.528 HK), I understand that archives could be photocopied (if required) for research and private study only. A separate statutory declaration is required should I request for photocopying.

日期 Date : _____ 申請人簽署 Signature of applicant : _____ (簽署前, 請先閱申請須知。)
(Please read the Notes to Applicant before signing)

* 請刪去不適用者 Delete where inappropriate

本辦事處專用 For official use only		
Approval	Fees	Progress
Approved / Not approved*	HK\$ _____ By cash/cheque	Items ready date: _____
Curator(): _____ Date: _____	Payment Received Date: _____	Items collection date: _____
	M.R. No _____	
	Reference Library Officer	Reference Library Officer

申請回覆

Reply to Application

申請人 Applicant: _____

- 複製照片/檔案資料*一事，不獲 /可獲* 批准。
Approval is hereby granted / not granted* to you to reproduce photos/archival materials*.
- 照片版權費(每項每次港幣一千元正)不獲 /可獲*豁免。
The photographs copyright fee (HK\$1000 per item per usage) is waived / charged * in this case.
- 請免費給予本館一份該項製作之完成品作紀錄。
Please kindly send us a complimentary copy for record.

*請刪去不適用者。Delete where inappropriate.

注意事項**Note:**

1. 該等複製照片只可作聲明中列舉之用途。
The reproduced photos can only be used for the purpose as stated in the Declaration.
2. 該等檔案資料影印本只可作研究及私人研習之用。
The reproduced archives can only be used for research and private study only.
3. 每次申請的複製項目，只提供複製一次的服務。日後如欲再以任形式複製或出版，本辦事處保留接受或拒絕再複製申請的全權。在未得本辦事處及/或有關項目的版權持有人同意，不得擅自再複製任何項目。任何未經許可的複製，可能會被檢控。
The item(s) are/is permitted to be reproduced once only. Should these be required to be published or reproduced in future in any format, our office reserve full right to permit or refuse further reproduction upon further application. Under no circumstances should any item be reproduced without the consent of this office and/or the copyright owner of the materials. Unauthorised reproduction may be liable to prosecution.
4. 請前往圖書館領取照片或檔案資料時，填妥下列回條，並交回圖書館以作紀錄。
Please sign and return the reply slip to us for record when come to the Library for collection of photos.
5. 所有照片/資料皆受版權條例所保護，使用複製品時侵犯版權會招致法律後果。
All copyright works are protected by the Copyright Ordinance. Any copyright infringement when using the archives photocopies/ reproduced photos will lead to legal consequences.

()
Assistant Curator I (Monument Records)
for Executive Secretary
Antiquities and Monuments Office
古物古蹟辦事處執行秘書
() 代行)

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回條

Reply Slip

編號 Ref. No: () in LCS AM _____

(傳真 Fax: 2377 9792)

致：古物古蹟辦事處執行秘書 [經辦人：二級助理館長(古蹟檔案)]

To: Executive Secretary (Antiquities & Monuments) [Attn: Assistant Curator II (Monument Records)]

茲收到所有複製項目，並明白及遵守本表格內所列舉的使用規條。

I hereby acknowledge to receive all the reproduced items and agree to abide by the terms and conditions as stated.

簽名: _____
Signature
姓名: _____
Name
日期: _____
Date



未經許可，嚴禁以任何形式翻印轉載本辦事處所藏照片及檔案資料。
Reproduction of photographs and archives of the Antiquities and Monuments Office without permission is strictly prohibited.

申請人須知

Notes to Applicant

複製/複印服務收費表 Fee of Reproduction / Photocopy Services		申請及使用規條 Conditions of Application and Use	
項目 Item	每項收費 (港幣) Charge Per copy (HKD)		1. 申請者必須使用本表格以便本辦事處處理有關申請。 Applicants must use this form for Office's handling of reproduction/photocopy application. 2. 請於遞交此表格時付款。請與圖書館職員核實應繳費用。並請親往九龍尖沙咀九龍公園香港文物探知館參考圖書館辦理申請及繳費。照片/資料預備妥當後，本處會通知申請者前往本辦事處圖書館領取照片/資料。 Payment should be made at the time of placing this application. Please check with the Reference Library Officer for exact amount of payment. Payment should be made in person at the Reference Library, the Hong Kong Heritage Discovery Centre, Kowloon Park, Tsim Sha Tsui, Kowloon. The applicant will be informed to collect in person the photographs/ materials when available. 3. 由接獲申請表格及費用的日期起計，一般相片複製工作會於十四個工作天內完成；一般檔案資料複印工作會於四個工作天內完成。 Application for reproduction of photos normally takes 14 working days while reproduction of archival materials normally takes 4 days to process upon receipt of the form and payment. 4. 若申請人於訂購後三個月內仍未提取已訂購之複製照片/影印資料，本辦事處有權棄置該批照片/資料，所有已支付的費用不會獲得發還。 No refund of the fees already paid would be made if the reproduced items are not collected within three months from payment. The Office reserves the right to dispose such reproduced photos / photocopied materials after the three months' period. 5. 古物古蹟辦事處執行秘書有權在其認為適當的情況下，拒絕提供有關照片/資料的複製本。 The Executive Secretary of the Antiquities and Monuments Office reserves the right to refuse supply of photocopies of archives / reproduced photos from the Antiquities and Monuments Office as he sees fit. 6. 每次申請只可使用複製照片一次。古物古蹟辦事處保留若干照片之使用權及刊載權。因此，申請人應先與本處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處形象和宗旨，以及與本處的利益有衝突，本處亦有權拒絕其複製申請。 The reproduction fee only covers the use of the photographs <u>once</u> . Applicants are advised to first make certain with the Office staff if items required are available as the Office reserves reproduction rights on certain objects. The Office also reserves the rights to turn down requests in all stances where intended use of the items appears to be contrary to the image and interest of the Office. 7. 所有本處版權所有的照片的版權在任何時間均屬香港特別行政區政府。本處允許申請人複製或使用有關照片/資料，僅限於作申請所列用途。除此之外，申請人絕不應將有關照片/資料作其他用途。 Copyright in all photos from the Antiquities and Monuments Office (if owning the copyright) is vested in the Government of the Hong Kong Special Administrative Region at all times. Any permission granted by the Office for the reproduction or use of photos / archives shall be limited to the purpose(s) set out above. Use of the photos / archives for any purpose other than that specified above is strictly prohibited. 8. 申請人無論以任何形式發表/使用本處版權所有的照片，必須提述來源，並於適當地方鳴謝古物古蹟辦事處。本處可提供正確的鳴謝內容。 The publication /use of reproduced photographs must be accompanied by an acknowledgement of their source. Each reproduction shall contain a specific note to acknowledge the Antiquities and Monuments Office if the Office is the copyright owner of the photos and archives. The exact text of the acknowledgement may be supplied by the Office. 9. 申請人所提供的個人資料，將用以處理其申請，並會在有需要時轉交其他政府部門或機構作相同或直接相關用途。申請人如欲查閱及/或更正個人資料，可致電 2208 4428 與本處圖書館職員聯絡。 Personal data given by the applicants shall be used for processing the application and may be transferred to other government departments or organizations for the same purpose or other directly related purposes. Request for access to and/or correction of personal data should be made to the library staff at 2208 4428.
1. 複製照片* Reproduction of Photographs 照片 Photograph	黑白 B/W Print	彩色 Color Print	
1.1 12x17 厘米 cm (5"x7")	\$43	\$38	
1.2 20x25 厘米 cm (8"x10")	\$61	\$56	
1.3 28x36 厘米 cm (11"x14")	\$76	\$66	
2. 複製彩色幻燈片* Duplicate of Colour Slides			
2.1. 35 毫米 mm (135 度 format)	\$110 /每張 per copy		
2.2. 6 厘米 cm x 6 cm (120 度 format)	\$118 /每張 per copy		
2.3. 10 厘米 cm x 12.5cm (4" x 5")	\$215.00 /每張 per copy		
3. 電腦掃描** Digital Scanning	\$48	\$48	
4. 複印檔案資料*** Photocopy of Archival Materials			
4.1 影印服務的標準收費(單面) Standard charges for photocopying (one-side)	每張複印本 (A4 或 A3) 1 元 \$1 per photocopy (A4 or A3)		
4.2 影印服務的標準收費(雙面) Standard charges for photocopying (both-side)	每張複印本 (A4 或 A3) 2 元 \$2 per photocopy (A4 or A3)		
5. 照片版權費 (商業用途) # Photographs Copyright Fee (Commercial use) 古物古蹟辦事處照片作商業用途 For commercial use of photographs of the Antiquities and Monuments Office	每項每次\$1,000 \$1,000 per item per usage		
<p>註解 Key :</p> <p>* 古物古蹟辦事處只提供本處擁有版權的照片複製服務。本處只供應全圖複印照片/幻燈片，恕不提供裁放照片服務。 The Antiquities and Monuments Office only provide reproduction services for photos whose copyright is owned by the Office. In addition, the Office will reproduce photographs/ slides in its original format. Cross duplication of photographs/ slides will not be entertained.</p> <p>** 電腦掃描的製作格式為.jpg 或.bmp，解像度為 72 dpi。 The format for digital scanning will be saved in .jpg or .bmp file and the resolution is 72 dpi.</p> <p>*** 每項檔案資料只限提供 1 份複製品。此外，按照會計通告 3/2004 號的規定，影印服務的標準收費為每複印本 \$1 元，自行影印收費為每複印本 \$0.5 元。在本文中，檔案資料一般指古蹟資料簡介、紀錄、報告或檔案。 Only one copy of each archive will be provided. And as stipulated in the Accounting Circular No. 3/2004, the standard photocopying charge is \$1 per photocopy. For Self-service photocopying service is \$0.5 per copy. In this context, archival materials usually means field data sheet, field archive, report or archives.</p> <p># 如照片作商業用途，每張須額外收費 1,000 元。 An additional charge of HK\$1,000 is payable if a print is required for commercial use.</p>			