

申請須知

Notes to Applicants

1. 如欲申請借閱古物古蹟辦事處參考圖書館的閉架參考資料，申請人須填妥並簽署此申請表格，親身遞交或郵寄至「九龍尖沙咀九龍公園香港文物探知館參考圖書館」。此外，申請人亦可以電郵 (enquiry@amo.gov.hk) 或傳真 (2377 9792) 遞交。
Please fill in and sign this request form for viewing the Closed Stack Reference Materials of the Reference Library of the Antiquities and Monuments Office. Duly completed request form can be submitted in person or by post to the Reference Library of the Hong Kong Heritage Discovery Centre at the Kowloon Park in Tsim Sha Tsui, Kowloon. Application by email (enquiry@amo.gov.hk) or by fax (2377 9792) is also accepted.
2. 申請人每次最多可同時申請借閱五項參考資料，由接獲申請表格的日期起計，一般申請會於十個工作天內處理。參考圖書館職員將聯絡申請人，確定預約日期及時間。申請人請於約定時間到參考圖書館借閱有關資料，逾期作廢。
Applicant is allowed to request five closed stack reference materials for viewing in each application. Application normally takes 10 working days to process upon receipt of the request form. The Reference Library Officer will contact the applicant to confirm the reservation date and time. The applicant should view the requested reference materials inside the Reference Library at the appointed time; otherwise, the application will be cancelled.
3. 所有參考資料皆受版權條例 (香港法例第 528 章) 所保護，使用複製品時侵犯版權會招致法律後果。由於版權所限及其他原因，部分參考資料或未能提供閱覽、複製及/或影印。
All reference materials are protected by the Copyright Ordinance (Cap.528 HK). Any copyright infringement when using the copies will lead to legal consequences. Some of the reference materials may not be available for viewing, reproduction and/ or photocopying due to copyright and other concerns.
4. 在版權許可下，參考圖書館可提供影印服務，但只限於作研究及私人研習之用。使用影印服務的人士必須填妥「照片複製/閉架參考資料影印申請表格」；並按版權條例 (香港法例第 528 章) 的規定，填妥聲明/承諾書，以及繳付服務費用。
According to the provisions of the Copyright Ordinance (Cap.528 HK), the Reference Library will provide photocopying services for research and private study only. Users of photocopying services shall submit the duly completed "Application for the Reproduction of Photographs / Photocopy of Closed Stack Reference Materials"; sign the Declaration and Undertaking in accordance with the Copyright Ordinance (Cap.528 HK), and pay the photocopying services fees.
5. 請小心使用參考資料。請勿在資料上放置物件，或將它們塗污、摺疊、撕裂、毀壞及拿走。
Please handle the reference materials with care. Please do not put things on top of them while in use. Please also do not make dirty, fold, tear, remove or take away any parts of the reference materials.
6. 提供個人資料純屬自願性質。然而若資料不足，參考圖書館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，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 與參考圖書館職員聯絡。
While the provision of personal data is voluntary, the Reference Library may not be able to process the application due to insufficient information provided. 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 in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap.486 HK). Request for access to and/or correction of personal data should be made to the Reference Library Officer at 2208 4428.