



外借資料服務申請表

APPLICATION FOR LOAN OUT SERVICES

查詢及預約，請與推廣及交流組聯絡。

For enquiries and bookings, please contact the Promotion and Exchange Unit

☎ 2812 7168

☎ 2812 7400

✉ ccpo-loan@lcsd.gov.hk

(填寫前請先閱讀申請須知 Please read through the **Application Notes** before filling in the information)

I. 申請人資料 *Details of Applicant*

學校 / 團體名稱 Name of School / Organisation		
<input type="checkbox"/> 幼稚園 Kindergarten <input type="checkbox"/> 小學 Primary School <input type="checkbox"/> 中學 Secondary School <input type="checkbox"/> 大學/專上學院 University/Post-secondary Institution		
<input type="checkbox"/> 註冊慈善團體 Registered Charitable Organisation <input type="checkbox"/> 註冊非牟利機構 Registered Non-profit-making Organisation		
<input type="checkbox"/> 其他 (請註明及提供證明文件) Others (Please specify and provide the supporting documents) : _____		
申請人姓名 Name of Applicant		職位 Post
電話 Tel. No.	手提電話 Mobile No.	傳真 Fax No.
*電郵 Email		
地址 Address		

*如閣下不欲接收關於推廣本辦公室的活動與項目的通訊或資料，請在內加上✓。

*If you do not wish to receive information regarding the promotion of our office's activities and projects, please mark ✓ in the box.

II. 外借項目 (請選擇) *Loan out Items (Please select)*

互動教材套 Interactive Education Kits						
詳情 Details#	格式 Format			參與人數 Participants	借用日期 Loan period	
	PDF	AI	實體版 Physical Edition		由 From	至 To
<input type="checkbox"/> 《聲歷其境》歷史故事有聲書系列 'Voices Through Time' Historical Story Audiobook Series						

學校/機構在舉辦活動後請提供活動照片，以作記錄及推廣之用。Schools/ organisations are requested to provide event photos for documentation and promotional purposes.

展覽圖板 Exhibition Panels

題目 (最多可選兩項) Title (Please select a maximum of two items)	格式 Format			參與人數 Participants	借用日期 Loan period	
	PDF	AI	實體版 Physical Edition		由 From	至 To
<input type="checkbox"/> 「三代文明夏商周」展覽展板 (6 塊圖板) ^ <input type="checkbox"/> 'The Ancient Civilisation of the Xia, Shang and Zhou Dynasties' Exhibition Panels (6 panels)						
<input type="checkbox"/> 「漢字的奧秘」展覽展板 小學版 (7 塊圖板) <input type="checkbox"/> 'Mystery of Chinese Writing' Exhibition Panels – Primary version (7 panels)						
<input type="checkbox"/> 「漢字的奧秘」展覽展板 中學版 (8 塊圖板) <input type="checkbox"/> 'Mystery of Chinese Writing' Exhibition Panels – Secondary version (8 panels)						
<input type="checkbox"/> 「漢字的奧秘」展覽展板 全輯 (18 塊圖板) <input type="checkbox"/> 'Mystery of Chinese Writing' Exhibition Panels – All set (18 panels)						
<input type="checkbox"/> 「香港潮州飲食文化」展覽展板 (7 塊圖板) <input type="checkbox"/> 'Chaozhou Food Culture in Hong Kong' Exhibition Panels (7 panels)						

^ 學校／機構索取高清图檔後可自行安排印刷。Schools/ organisations can arrange for printing on their own after requesting high-resolution image files.

III. 聲明 *Declaration*

茲證明上述資料均正確無訛，沒有遺漏，並已細閱及明白有關申請須知。

I hereby certify that all the information given on this application form is correct and complete, and have read and agreed to the Application Notes.

申請人簽署

Applicant's signature :

日期

Date :

學校/團體印章 School/Organisation Chop

此欄由本館職員填寫 **For Official Use Only**

上述外借及運送申請 已獲 / 不獲 批准。

The application for loan and delivery services is / is not accepted.

簽署
Signature

日期
Date

申請須知

申請手續

1. 申請人請於辦公時間內（星期一至五：上午 9 時 30 分至下午 12 時 45 分及下午 2 時至 5 時 30 分）
2. 致電 2812 7168 與推廣及交流組預約，然後於兩日內將填妥的申請表及有關證明文件的副本（註冊慈善團體及非牟利機構適用）傳真（2812 7400）或電郵（ccpo-loan@lcsd.gov.hk）遞交至康樂及文化事務署弘揚中華文化辦公室（下稱「本辦公室」）（電郵標題或信封面請註明「申請免費外借服務」）。若申請人未能如期遞交申請表，其預約申請將自動取消。
3. 凡申請外借服務的學校/團體，必須於擬定借用日期前**最少兩星期**遞交申請表。所有外借服務，本辦公室只接受**最早三個月前**的申請。所有申請將按先到先得的原則處理。
4. 申請學校須為教育局已註冊本地學校或本地專上學院。任何註冊慈善團體/非牟利機構的申請人於遞交申請表時，必須附上有關的證明文件副本，如稅務署按稅務條例第八十八條發出的信件，以證明其慈善性質或非牟利性質。**申請機構的負責人必須於證明文件副本上簽署，並蓋上團體印鑑，以示真確。**
5. 實體展板及互動教材套每次申請的借用期為一星期。
6. 申請在審批後會於七個工作天內發出書面通知，並與申請人確認運送詳情(如適用)。申請人需在收到及交還外借項目時簽收及蓋上學校/團體印鑑作實。

借用規則

1. 申請人必須妥善擺放展板，以免受潮或被日光直射，並須確保展板在展覽期間安全展出。在佈展及展覽期間的任何情況下，展板對任何人/物造成任何傷害或損毀，借方需自行承擔責任。
2. 凡於借用期間損毀或遺失資料，申請人必須立即通知推廣及交流組本辦公室，切勿嘗試自行修補。我方有權向借用學校/團體追討賠償，包括重新製作、修補及其他有關費用等。
3. 所有外借資料版權均屬香港特別行政區政府所有，未經我方同意，不得擅自以任何形式翻印、複製或更改外借資料內容。
4. 申請人不得向觀賞者收取任何費用，或未經我方同意，擅自將資料轉借予其他學校/機構。
5. 關於展板的申請、結果及各項安排，本辦公室擁有最終決定權。

個人資料（私隱）收集聲明

1. 於表格內所提供的個人資料只作處理申請之用。
2. 根據個人資料（私隱）條例第 18、22 及附表 1 的第 6 原則，申請人有權要求查閱及更正表格內所提供的個人資料。
3. 如欲更正表格內所提供的資料，請致電 2812 7168 與職員聯絡。

APPLICATION NOTES

Application Procedures

1. Please contact the Promotion and Exchange Unit at 2812 7168 for advance booking during office hours (Mon- Fri: 9:30am-12:45pm & 2:00-5:30pm) and then fax (2812 7400) or email (ccpo-loan@lcsd.gov.hk) the completed application form together with the supporting documents (applicable to registered charitable and non-profit making organisations) to the Chinese Culture Promotion Office (CCPO) within two days, otherwise the reservation will be cancelled (Please mark 'Application for Free Loan-out Services' at the email title or on the envelop). Incomplete Application form will not be processed.
2. The applicant for the loan of self-collecting exhibition panels and other materials is required to submit the completed application form **at least two weeks in advance** of the intended date of display. Submission of application is **accepted up to 3 months in advance** and will be processed on a first-come, first-served basis.
3. For applying school, they must be a local school registered with the Education Bureau or a local post-secondary institution. For registered charitable/non-profit making organisations, they should also submit their applications with valid supporting documents e.g. the letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance. **The copy should be certified true by an authorized officer together with the organisation chop.**
4. The loan period of physical copies is one week for each application.
5. Successful application will be confirmed in writing within 7 working days, the details of delivery (if applicable) will be confirmed with the applicant. The applicant has to sign with the school/ organisation chop to certify that the loan-out items have been received or returned.

Conditions of Loan

1. The exhibition panels should be kept away from humidity and direct sunlight. The applicant should be responsible for the safety measures during setup and the display period. CCPO is not liable for any damages or harms caused to persons or properties while using the panels under the custody of the applicants.
2. In case of damage or loss of the loan-out items, the applicant should report to the CCPO's Promotion and Exchange Unit immediately. No attempt for repairs should be made by the applicant. CCPO reserves the right to claim from the applicant the full cost of reproduction, repairs and related expenses.
3. The Government of the Hong Kong Special Administrative Region possesses the copyright of the loan-out items. The content of the materials shall not be reproduced, duplicated or altered in any way without the prior consent of CCPO.
4. The applicant should not impose any charge on the viewers or transfer the items to any other schools/organisations without CCPO's prior consent.
5. Activity arrangements and results of application are subject to the CCPO's final decision.

Personal Data Collection Statement

1. The personal data provided in this application form will be used for processing of the application only.
2. The applicant has the right to request access to and correction of personal data given in this application form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
3. For amendment of personal data submitted, please contact the Promotion and Exchange Unit at telephone no. 2812 7168.