



借閱檔案申請表
Archives Request Form

如欲借閱本檔案館之檔案或資料，所有申請人必須填妥此表格，並出示附有相片之身份證及推薦信以供本檔案館核實及登記。This form must be completed by all applicants who wish to use HKSKH Archives materials. And applicants must present a photo ID and reference letter for verification and registration purpose.

申請編號 Application No. 日期 Date:

申請人姓名 Name of Applicant:

機構名稱 Institution:

固定地址 Permanent Address:

電話 Telephone: 傳真 Fax: 電郵 Email:

香港暫居地址(如申請人在資料搜集期間只暫時留居香港) HK Local address (if you are staying in temporary local lodging during your research visit):

研究主題 (請清楚說明) Subject of research (be specific):

出版計劃(如有)Publication Plans (if any):

出版計劃(如有)Publication Plans (if any):

擬借閱之檔案/參考資料詳情 Details of Archives/ Reference Materials :				
(備註：首次申請查閱檔案者，無須填寫檔案編號及詳情，只需說明研究主題便可) (Remark: For first application, just write down the research topic and no need to fill in the ref. no and details of the records)				
項目 Item No	檔案編號 HKSKH archives ref. no.	標題 Title	年份 Year	備註 (只供本館職員填寫) 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/ 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.

申請人簽署 Signature of Applicant:

只供本館職員填寫 For office use only:

申請類別 Identification type:

審批者 Approved by:

評語 Comment:

申請人須知

Notes to Applicant

1. 申請人必須使用本表格以便本館處理有關申請。
Applicants must use this form for Hong Kong Sheng Kung Hui Archives for handling of application.
2. 申請人如需參閱資料，請致電香港聖公會檔案館 2526 5221 預約時間。
Applicants can make advance appointment for viewing archives materials by calling the HKSKH Archives at 2526 5221.
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。請於約定時間在本檔案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 our archive 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，香港聖公會檔案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。如要求本檔案館代為影印，需另行填寫申請表一份。
According to the provisions of the “Copyright Ordinance”(Cap.528 HK), HKSKH Archives 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 HKSKH Archives.
6. 每人每次最多可索閱3 項檔案/ 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 / 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/ 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 25265221 與檔案館職員聯絡。
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 archives staff at 25265221.