



檔案查閱申請人須知

Notes to Archives Research 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.