

資源中心視聽資料觀賞證申請表  
Application Form for Resource Centre's Audiovisual Materials Viewing Card

類別 Type:  年證 Year Card HK\$334  優惠年證 Concessionary Year Card HK\$167  
 日證 Day Card HK\$55  優惠日證 Concessionary Day Card HK\$28

(只適用於全日制學生、殘疾人士及 60 歲或以上高齡人士)  
(For full-time students, people with disabilities and senior citizens aged 60 or above only)

個人 / 團體申請:

Individual / Organisation Applicant: \_\_\_\_\_ (名稱/Name)

(請刪去不適用者 Delete as appropriate)

香港身份證 HKID Card / 護照 Passport: \_\_\_\_\_ (號碼/No.)

(請刪去不適用者 Delete as appropriate)

地址 Address :

(供年證申請者填寫 For Year Card Applicants): \_\_\_\_\_

聯絡電話 Contact Number: (必須提供最少一個聯絡電話 Please provide at least 1 contact number)

流動電話: \_\_\_\_\_ 住宅: \_\_\_\_\_ 辦公室: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Office: \_\_\_\_\_

年齡 Age :  12 或以下/or below  13-18  19-59  60 或以上/or above

本人希望以電郵收到香港電影資料館之宣傳刊物。

I would like to receive the promotional materials of the Hong Kong Film Archive via email.

電子郵箱 Email address: \_\_\_\_\_

本人已明白及願意遵守香港電影資料館資源中心的視聽資料觀賞服務使用守則。

I agree to abide by the Rules of using Audiovisual Materials Viewing Service in the Hong Kong Film Archive's Resource Centre.

申請人簽署: \_\_\_\_\_ 日期: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

此欄由本館員工填寫 For Office Use Only

Old Bar Code \_\_\_\_\_ & Expiry Date \_\_\_\_\_

New Bar Code \_\_\_\_\_ & Expiry Date \_\_\_\_\_

Borrower Type \_\_\_\_\_ Fee Paid \_\_\_\_\_ MR. No. \_\_\_\_\_

Handled by \_\_\_\_\_ Date \_\_\_\_\_

Checked by \_\_\_\_\_ Date \_\_\_\_\_

## 視聽資料觀賞服務使用守則

1. 本館不設外借服務，全部館藏資料，只限於資源中心觀賞及使用。
2. 因版權、修復或其他原因，部份藏品不予借閱。
3. 本中心設有不同大小的觀賞間，中心職員將按照申請觀賞服務的人數來分配。
4. 本中心以先到先得形式提供預約服務予觀賞間使用者，使用者最早可於七天前，親臨或致電本中心預約使用觀賞間一次。(例如：使用者可於星期一預約於下週星期一或之前日子使用觀賞間一次。)預約人士可於預約使用觀賞間當日或以後，再行預約。
5. 日證申請人預約服務只適用於星期一、三、四及五(公眾假期除外)。
6. 本中心於星期六、日及公眾假期實施派籌制度，非預約人士可在中心開放前 10 分鐘於本館地下大堂開始輪候，中心職員將按籌號提供服務。
7. 預約人士須提供姓名、觀賞證號碼/身份證明文件首四位字元及聯絡電話作核實身份及聯絡之用。
8. 年證持有人於使用觀賞間當日須出示觀賞證及有效之身份證明文件，其他預約人士須提供預約者姓名及有效之身份證明文件辦理申請手續。
9. 預約人士可選擇於全日或指定時間內使用觀賞間，每次最多可觀賞三項視聽資料。
10. 預約人士須於預約時間開始起十五分鐘內抵達本中心，否則預約將會作廢。
11. 視聽資料觀賞服務使用者只可攜帶鉛筆及紙張進入觀賞間，其他隨身物件，如：手袋、公事包、背囊、手提電話、任何攝影及錄音器材、飲品及食品等，必須存放於中心的貯物櫃內。
12. 使用者於觀賞期間如需離座超過六十分鐘，請先通知中心職員，本館保留安排其他輪候人士使用該觀賞間之權利。
13. 中心職員需時約三十分鐘處理即日申請的視聽資料觀賞服務及從倉庫中提取視聽資料。
14. 使用者不得於觀賞間觀賞非本館藏品。
15. 請尊重版權，未經許可，切勿在中心內攝影、錄音或使用任何複製器材，否則本館保留拒絕提供視聽資料觀賞服務之權利。
16. 觀賞證一經發出，概不退換或退款。
17. 若有特殊原因或其他實際需要，本館有權延長或更改年證之有效期限。
18. 視聽觀賞證屬本館財物，不可轉讓或借用。凡更改地址、聯絡電話或遺失觀賞證，請立即通知本中心。

## Rules of Using Audiovisual Materials Viewing Service

1. The Archive's collection items are not for lending. They may only be viewed or used inside the Resource Centre.
2. Some collection items are not available for viewing due to copyright, preservation or other concerns.
3. The Resource Centre has a number of viewing booths of different capacities. Our staff shall allocate the booths to applicants according to the number of viewers.
4. **Viewing booth reservation service is provided to users on a first-come-first-served basis. Users are welcome to reserve a viewing booth once up to 7 days in advance either in person or by telephone. (e.g. Users can reserve a booth once on Monday for the following Monday or any day before that.) A new reservation can be made on/after the reserved viewing day.**
5. **Reservation service is available to Day Card Applicants on Mondays, Wednesdays, Thursdays and Fridays (except Public Holidays) only.**
6. On Saturdays, Sundays and Public Holidays, users without a reservation may queue up at the Archive's G/F lobby 10 minutes before the Centre is scheduled to open. Queue cards shall be issued and staff of the Resource Centre shall provide service accordingly.
7. Please provide your name, viewing card number/first 4 digits of identification document and contact number for verification and contact purpose when making a reservation.
8. On the day of viewing, Year Cardholders should present their viewing cards and identification documents. Other users who have made reservations should provide their names and identification documents for application processing.
9. Users may choose to reserve a viewing booth for the whole day or within a specified period of time. A maximum of 3 items of audiovisual materials may be viewed during the reserved period.
10. Please arrive at the Resource Centre within 15 minutes starting from the reserved time. Otherwise, the reservation will expire.
11. Users can only bring pencils and papers into a viewing booth. All other personal belongings such as bags, suitcases, backpacks, mobile phones, video and audio recorders or any other reproduction equipment, food and drinks must be kept inside the lockers provided in the Resource Centre.
12. Users should notify staff of the Resource Centre if they wish to leave the viewing booth for more than 60 minutes. The Archive reserves the right to allocate the booth to other patrons waiting in line for service.
13. The processing time for on-site applications for viewing service and checking out audiovisual materials from our stores is approximately 30 minutes.
14. Viewing booths are strictly for use of viewing the Archive's collection items only.
15. Please respect copyright. Video and audio recorders or any other reproduction equipment must not be used inside the Resource Centre without prior approval. The Archive reserves the right to refuse service if deemed necessary.
16. Once issued, the Viewing Card is neither returnable nor refundable.
17. The Archive reserves the right to extend or amend the valid period of Year Cards under special circumstances or practical needs.
18. The Viewing Card is the property of the Archive and is non-transferable and not for lending. Please inform the Resource Centre immediately of any changes of address, contact number or loss of card(s).

## 有關《個人資料(私隱)條例》 Notice regarding the Personal Data (Privacy) Ordinance

1. 康樂及文化事務署將使用本表格上的個人資料作下列用途：  
The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes:  
(a) 辦理香港電影資料館資源中心視聽資料觀賞證申請事宜；  
Processing of audiovisual materials viewing card applications for the Hong Kong Film Archive Resource Centre;  
(b) 在一般情況下或發生緊急事故時聯絡申請人；  
Communication in the normal course and in case of emergencies;  
(c) 作統計及研究用途，但所得的統計數字或研究結果不會以識別各有關資料當事人或其中任何人的身份形式提供；以及  
For statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and  
(d) 作法例規定、授權或准許的其他合法用途。  
Any other legitimate purposes as may be required, authorised or permitted by law.
2. 本表格上的個人資料均由申請人自願提供。如申請人提供的資料不足，有關申請/要求可能會因而延遲審批，不獲接納或不予受理。  
The provision of personal data by means of this application is voluntary. If insufficient information is provided, the application/request may be delayed or not be considered or processed.
3. 為作上文第 1 段所述的用途，本表格上所提供的個人資料，或會向政府決策局和部門，以及其他機構透露。  
The personal data provided by means of this application may be disclosed to Government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.
4. 根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則，申請人有權要求查閱或更改本表格上的個人資料。  
You have a right to request access to or correction of your personal data as stated in this application in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.
5. 如欲查詢本表格上的個人資料，包括要求查閱和更改資料，可致電(852) 2119 7360 或傳真至(852) 2119 9136，與資源中心職員聯絡。  
Enquiries concerning the personal data collected by means of this application, including requests for access and correction, should be addressed to staff of the Resource Centre at (852) 2119 7360 (Tel) or (852) 2119 9136 (Fax).