

Hong Kong Public Libraries



香港公共圖書館

「藝術品外借計劃」團體申請表
Organization Loan Form for “Artwork On Loan”

請將填妥的申請表格傳真到 2895-5615 藝術資源中心
Please FAX the duly completed form to 2895-5615, the Arts Resource Centre

機構名稱

Name of Organization _____

地址

Address _____

圖書證號碼

Library Card No. _____

電話

Telephone No. _____

傳真

FAX No. _____

申請人姓名

Name of Applicant _____

職位

Post _____

聯絡人姓名及電話

Name of Contact Person and

Telephone No. _____

()

擬外借藝術品項目 Item(s) of Artworks Required				

本人現申請外借上列藝術品，並同意遵守以下規則：

I apply to loan out the above artworks and agree to comply with the regulations stated below:

1. 借用藝術品團體祇限於學校、非牟利機構或文化團體，並必須先持有由香港公共圖書館發出有效的團體圖書證。

“Artwork on Loan” is available only to schools, non-profit making organizations or other cultural organizations which hold a valid institutional library card issued by the Hong Kong Public Libraries.

2. 申請人須為校長/學校圖書館主任或機構負責人。

The applicant must be the Principal/Teacher Librarian or the officer in-charge of the organization.

3. 每次外借藝術品時，必須由申請人填寫此表格及蓋章。

Hong Kong Public Libraries



香港公共圖書館

The applicant must complete and properly stamp this form each time they borrow the artworks.

4. 除經香港藝術發展局及香港公共圖書館特別核准外(註), 團體最多可外借五項藝術品, 為期三十日, 在沒有其他讀者預訂的情況下, 可最多續借該等藝術品三次。

.../ Cont'd (續下頁)

Unless otherwise approved by the Hong Kong Arts Development Council and Hong Kong Public Libraries (*Note*), the maximum number of artworks on loan at any time is 5 items and the loan period is 30 days. A maximum of 3 renewals can be arranged if the items are not reserved by other readers.

5. 逾期歸還的藝術品須繳付過期罰款每日每項港幣一元五角正, 而就每項外借藝術品須繳付的費用總額不超過港幣一百三十元正。

An overdue charge of HK1.50 per day per item would be levied if a borrower fails to return any borrowed items within the loan period up to a maximum of HK130 for each item.

6. 團體須把所借的藝術品交回藝術資源中心。

The artworks must be returned to the Arts Resource Centre.

7. 申請人須負責保管所借的藝術品, 並按香港藝術發展局及圖書館規例所訂賠償損毀/遺失的藝術品。

The applicant is responsible for security of the borrowed items and pay the cost of any loss/damage in accordance with the Libraries Regulation and the terms laid by the Hong Kong Arts Development Council.

註: 團體舉辦特別活動例如展覽、工作坊或導賞活動而需外借五幅以上藝術品時, 須先填妥表格二, 然後交香港公共圖書館及香港藝術發展局批核。

Note: Organization requesting more than 5 items of artworks for special activities such as exhibitions, workshops or tutorials should fill in Form 2 and send back to the Hong Kong Public Libraries and the Hong Kong Arts Development Council for approval.

日期 Date

申請人簽署及機構印鑑 Signature of Applicant and Seal of the Organization

你在本表格提供的資料祇供處理這次申請之用。

The information provided in this form will be used for processing this application only.

由香港公共圖書館填寫

To be filled by Hong Kong Public Libraries

圖書證號碼

Library Card No.

Hong Kong Public Libraries



香港公共圖書館

借出日期
Loan Out Date

歸還日期
Return Date

備註
Remarks

(Revised November 2003)