

Hong Kong Public Libraries



香港公共圖書館

「藝術品外借計劃」團體申請表 (特別活動)
Organization Loan Form for "Artwork On Loan" (Special Activities)

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. _____

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擬外借藝術品項目 (最多二十項) Item(s) of Artworks Required (Maximum 20 items)				

擬舉行特別活動名稱

Name of Special Activities _____

活動日期及時間

Date and Time of Activities _____

活動地點

Place of Activities _____

活動性質

展覽 Exhibition 工作坊 Workshops 導賞活動 Tutorial

Nature of Activities

其他 (請註明) Others (Please specify)



擬邀請藝術家姓名 (如適用)

(註)

Name of Artist(s) to be Invited (If Applicable)

(Note)

.../ Cont'd (續下頁)

本人現申請外借上列藝術品舉行特別活動，並同意遵守以下規則：

I apply to loan out the above artworks for the special activities 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。

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

4. 舉辦特別活動的團體最多可外借二十項藝術品作為指定活動用途，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。

The maximum number of artworks on loan designated for the special activities is 20 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.

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註：團體舉辦特別活動時可考慮邀請藝術家出席，若有需要，可致電 2827-8786 香港藝術發展局代為安排。
Note: Organization may consider to invite artist(s) to join the special activities. They can contact the Hong Kong Arts Development Council at 2827-8786 to assist in the invitation.

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.

(Revised November 2003)