



借用視像光碟申請表格
Application for Loaning out of DVD(s)

編號 Ref. No.: _____

學校名稱 Name of School									
負責老師姓名 Name of Responsible Teacher									
電話 Tel. No.				傳真 Fax No.					
電郵地址 E-mail Address									
地址 Address									
外借光碟題目 (最多可借用兩項) Loan Out Item(s) (maximum of 2 items)									
1.									
2.									
借用時間 Period of Loan		由		年	月	日至	年	月	日
		From				to			

聲明 DECLARATION:

茲收到香港科學館借出上列物品，皆完好無缺，本人願意遵守背頁之借用規則。
I acknowledge receipt of the items listed above and agree to abide by the conditions stated overleaf.

申請人簽署
Application's Signature : _____

日期 Date : _____

學校印章 School Chop _____

此欄於交件時填寫 Please fill in the following item upon return

觀賞光碟之人數
Total No. of Audiences : _____

此欄由本館職員填寫 For office use only

The application is recommended / not recommended.	Approved by: _____
	Signature: _____
	Date: _____

申請須知

1. 申請的處理方法將以先到先得為準。
2. 請先致電 27323223 / 27323221 與本館職員洽談適合之借用時間，並於收件當日交回填妥的申請表格。
3. 借用時間最多為兩星期。
4. 如申請表格內的資料有所變更，請即通知本館職員。

借用規則

1. 借件人不可改動或翻製光碟之內容。
2. 於借用期間，如光碟有任何破損或遺失，借件人必須立即通知科學館，切勿嘗試自行修補，科學館有權追討賠償。
3. 借件人必須於到期當日或之前交還光碟。
4. 借用人不能向觀賞者收取任何費用，或擅自將光碟外借予其他學校 / 機構。
5. 科學館保留對接受申請與否的最後決定權。

個人資料(私隱)收集聲明:

1. 閣下於表格內所提供之個人資料只作處理申請之用。
2. 根據個人資料(私隱)條例第十八、二十二及附表一的第六原則，閣下有權要求查閱及更正表格內所提供的個人資料。
3. 閣下欲查閱及更正表格內所收集的資料，請致電 27323223 與本館職員聯絡。

Notes of Application

1. The application will be processed on a first come, first served basis.
2. The borrower should first confirm the loan period with our Museum staff over the phone at 27323223 / 27323221 and submit the completed application form **upon collecting the DVD**.
3. The loan period should be not more than 2 weeks.
4. Please inform the Museum of any changes in information given on the application form.

Conditions of Loan

1. It is understood that these loaned DVDs shall remain in the condition in which they are received; they shall not be duplicated or altered in any way.
2. Any damage or loss should be reported to the Museum immediately and the borrowing party should make no attempt for repairs. The Museum reserves the right to claim the full payment of the cost of the DVDs from the borrowing party if the DVDs are lost or badly damaged.
3. Borrower should return the DVDs on or before the due date.
4. The borrowing party should not impose any charge on the viewers or loan the DVDs to any other schools / organizations.
5. The Science Museum reserves the right to decide whether to approve an application.

Personal data collection statement:

1. The personal data you provided on this form will be used for processing of application only.
2. You have the right to request access to and the correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
3. Enquires concerning the personal data collected by means of this form, including the request for access and/or amendments, please contact the Museum staff at 27323223.