



Hong Kong Heritage Museum

Application for “Culture Express: Loan Service for the Multimedia Videos”

Please return completed form by fax to 2180 8222

Application no. _____ (For office use only)

TO BE COMPLETED BY THE APPLICANT (Please refer to “Notes for Application”)

Programme(s) (1st Choice) No. _____ Programme Title: _____ (VHS / VCD)
requested (2nd Choice) No. _____ Programme Title: _____ (VHS / VCD)
for loan (3rd Choice) No. _____ Programme Title: _____ (VHS / VCD)
(4th Choice) No. _____ Programme Title: _____ (VHS / VCD)
(5th Choice) No. _____ Programme Title: _____ (VHS / VCD)

Date/Period of loan _____ (dd/mm/yy) to _____ (dd/mm/yy)

Purpose of loan _____

Exhibiting Venue _____

Target audience / group _____ No. of audience _____

Name of organisation/school* _____

Nature of organisation# _____

Address _____

Contact phone no. _____ Fax no. _____ E-mail _____

Name of person in charge _____ Name of authorised collection representative _____

Signature of person in charge _____ Organisation/ School chop _____

* Delete as appropriate.

Please attach copies of supporting documents.

FOR OFFICE USE ONLY

The above application has been approved.

Please bring this application form (Loan No. _____) to the Museum Administration Office (4/F) during opening hours on _____ and return the loaned item(s) on or before _____.

(Please contact our staff on 2180 8192 to arrange the time of collection)

Notes on Application of the Lending Services

1. The museum provides free lending services for multimedia programmes to the following institutions:
 - Kindergartens, primary and secondary schools, tertiary institutions, universities and registered non-profit-making educational institutions;
 - Registered non-profit-making organizations or institutions.
2. Applicants are required to produce copies of supporting documents as proofs of their non-profit-making status. Copies should be duly signed by the officer in charge and the organisation's chop should be affixed for verification.
3. Please return the completed application form together with copies of supporting documents to the Hong Kong Heritage Museum, 1 Man Lam Road, Sha Tin, either by fax 2180 8222 or by post (please mark "Application for Lending Services" on the envelope).
4. Applications will be processed on a first-come-first-served basis and are subject to the museum's final approval. In the event that the requested programme(s) is (are) not ready for loan for any reason, the applicant has no right to make an objection.
5. When an application is successful, the museum will confirm and notify the approved date of collection with the applicant by phone and/or fax.
6. Applicants should assign a representative to collect and return the loaned item(s). When collecting the item(s), the representative will be required to show his/her Hong Kong Identity Card or a valid staff card for identification.
7. Applicants are required to collect the loaned item(s) on the appointed day and to contact the Education and Extension Services Team at 2180 8192 during office hours at least one day before the appointed day in order to confirm the time of collection. If the item(s) is (are) not collected at the confirmed time, this will be deemed as voluntary waiver of the right to loan the item(s).
8. Applicants may request up to 5 programmes in each application and are allowed to borrow a maximum of 3 programmes each time for a period of 2 weeks.
9. For any damage to or loss of loaned item(s), the applicant shall be liable for the cost of purchase of the videotape(s) or CD-ROM(s) at the current price as well as any dubbing fee incurred.
10. The Leisure and Cultural Services Department is the owner of the copyright of the multimedia programmes. No part of this medium may be reproduced, stored in a retrieval system or data base, or transmitted in any form or by any means.
11. In no circumstances may the applicant charge audiences for viewing the loaned item(s).
12. For enquiries, please call the Education and Extension Services Team on 2180 8192 during office hours.
13. While the provision of personal data is voluntary, the Museum staff may not be able to process the application due to insufficient information provided. Personal data given by the applicants in this form 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 (Cap.486 HK Laws). Request for access and/or correction of personal data stated in this form should be made to EO (Heritage Museum) at 2180 8210.