

## 檔案查閱申請表格

### Application Form for Archival Access

檔案查閱服務僅限於學術研究之用。

Archival access is granted for academic purpose only.

香港銅鑼灣禮頓道 66 號

保良局歷史博物館

66 Leighton Road, Causeway Bay,

Hong Kong

Tel: 2277 8484 Fax: 2895 3935

Email: plkmuseum@poleungkuk.org.hk



#### 1 個人資料 – Personal Information

申請人名稱 (中文及英文) Name of Applicant	先生／女士 Dr./Mrs./Ms.	博士／教授 Dr./Prof.	
所屬團體／機構 Affiliated Organisation or Institution			
申請人電話 Applicant Phone Number		申請人電郵 Email Address	
通訊地址 Correspondence Address			

#### 2 研究內容 – Research Information

研究或論文課題 Subject of Research or Thesis	
研究題目的時期 (請注明年份) Period of Topic (please specify in year)	
所需的文獻或資料 (請描述) Materials Required (please describe)	
如欲出版, 請列明期刊或書籍名稱及出版機構 Name of journal and press if intend	

### 3 使用規章 – Rules of Access (English version is printed on page 4)

保良局歷史博物館之檔案供本地及海外學者查閱，作為研究保良局及本港歷史之用。如欲申請查閱，請填妥本表格，附上有關學術機構的證明書或證件，電郵至 [plkmuseum@poleungkuk.org.hk](mailto:plkmuseum@poleungkuk.org.hk)。本館將於 5-8 個工作天內與申請人聯絡。學生或研究生需另附由有關學術機構繕發的推薦信。

1. 查閱本館檔案必須預約，本館不接受即場查閱申請。
  - 檔案查閱時間為周一至周六上午 10:00 至下午 1:00，及下午 2:30 至 5:30。
  - 周日及公眾假期休館。
2. 所有檔案只供館內查閱，不設外借，更不可帶離本館指定的查閱室，否則當盜竊論。
3. 本館保留檔案借閱的最終決定權。
4. 查閱期間，只可使用鉛筆作書寫工具，不可使用原子筆或墨水筆。
5. 翻閱資料時，必須戴上本館提供的白手套，接觸文獻時，請小心處理，如有塗污或損毀，本館將保留追究賠償的權利。
6. 查閱室內不可飲食或攜帶食物飲品。
7. 查閱時，請保持應有禮儀，保持肅靜及場地整潔。
8. 查閱者可攜帶手提電腦作筆記紀錄。
9. 除了筆記紀錄外，查閱者不可使用具備攝錄功能的儀器翻拍任何文獻或查閱室內的物品，亦不可為本館職員的講述進行錄音，否則，本館將取消查閱者使用本館資源的資格。
10. 如有文獻內容牽涉個人私隱時，請勿以任何方式（包括筆記抄寫）完整記錄有關內容。
11. 如需影印文獻，本館提供收費複印服務，詳情如下：
  - A. 每本文獻影印的頁數不可超出總頁數的 10%。
  - B. 基於保障個人私隱的原則，本館有權在文獻覆蓋需要受到保護人士的名字及其他個人資料，或拒絕為該頁提供影印服務。
  - C. 影印之文獻只供查閱人研究之用，未經本館同意，請勿發布於任何媒體及印刷品。
  - D. 請按職員指示，於指定影印文獻表格上填妥需要印刷的檔案名稱及頁碼。
  - E. 影印時間需時約 10-14 個工作天，屆時查閱人需要親身或委派指定代理人到館領取及繳費。本館不提供郵寄或電子檔案形式傳送服務。
  - F. 影印服務收費如下：
 

首頁至 100 頁	每張 HKD 4.00	100 頁以後	每張 HKD 3.00
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12. 在學術期刊或論文中引用本館文獻時，請以合符學術界公認的注釋制度標明出處。公開發表之內容的法律責任，將由查閱人承擔。
13. 在出版任何有引用本館文獻的內容前，請先知會本館。在任何情況下（包括已出版或公開的內容），本館有權要求刪除或更正任何有關本館的資料內容的。
14. 如有任何爭議，本館保留最終決定權。

### 4 個人資料收集聲明 – Personal Data Collection Statement (English version is printed on page 4 -

#### 5)

1. 提供此表格上之個人資料並非強制性，但不提供個人資料可能導致本局無法處理閣下的申請。
2. 從閣下收集所得的個人資料可能會用作以下用途或其他與以下用途直接相關的目的: (i) 處理檔案查閱申請或其他相關行政工作; (ii) 內部記錄及其他參觀數據分析。

3. 閣下所提供的個人資料將嚴格保密。惟本局將因應上述用途的需要，按照「需要知道」的原則向下列人士提供 閣下的個人資料：(i) 本局的僱員、董事、公司秘書及其他高級人員；(ii) 就本局之運作向本局提供行政、電訊、電腦、資訊科技、支付或其他服務的任何代理、承辦商或第三方服務供應商；(iii) 因應法例規定或法庭的命令，向任何人士、政府、監管或執法機關或行政機構披露或轉移 閣下的個人資料；及(iv) 任何對本局有保密責任的人士，包括本局的核數師、法律顧問或其他專業顧問。
4. 閣下有權要求查閱本局保存有關閣下的個人資料，以及要求更正此等資料。本局處理此等要求時可收取合理的費用。如有任何查閱或更正閣下的個人資料的要求，請以書面或電話與保良局歷史博物館職員聯絡（電話：22778288 或傳真：28953935）

有關使用規章：

☐ 本人已細閱上述檔案文獻使用規章，並同意遵守。

申請人簽署		日期	
博物館代表簽署		日期	

## Rules of Access

One of the objectives of Po Leung Kuk Museum is to provide archival access to academic researchers from local and overseas institutions in order to promote research on history of Po Leung Kuk and Hong Kong. Applicants shall fill in the attached form and provide relevant identification document (copy of a staff ID or a letter) from their respective academic institutions, and submit them to [plkmuseum@poleungkuk.org.hk](mailto:plkmuseum@poleungkuk.org.hk). The Museum shall contact the applicant within 5-8 working days. Students and post-graduates are required to provide a letter of recommendation from their respective institutions additionally.

1. Archival access is granted by appointments only. Please contact our staff before arriving at the Museum.
  - Archival access may be made on Monday to Saturday, 10:00am-1:00pm & 2:30-5:30pm.
  - The Museum is closed on Sundays and public holidays.
2. All articles can only be accessed within the Museum. Removal of the Museum's articles from the premise is strictly forbidden and will be treated as theft.
3. The Museum reserves all rights on the access to its articles.
4. Pencil is the only approved tool for writing during access. No pen or ink is allowed.
5. Please use the provided white gloves to access our articles when instructed. Contact our articles with care. The Museum reserves its right to seek for compensation if damage is caused to the articles.
6. No food or drinks are allowed in the reading room.
7. Please remain silent and keep our reading room tidy when accessing the archives.
8. Laptops are permitted for note-taking purpose during access.
9. Photography or videography is strictly forbidden in the reading room. Audio recording of staff is also not permitted. Violation of the above rules will result in cancellation of the access of archives.
10. Do not copy (including note-taking) any content related to privacy when accessing articles of the archives.
11. Photocopy is permitted through the use of the Museum's service with a charge:
  - A. The total photocopied pages of a single article must not exceed 10% of its total pages.
  - B. To respect privacy, the Museum may censor the names and information of persons deemed necessary, or refuse to provide photocopying service.
  - C. Photocopies provided are strictly for academic purposes of the user. No distribution or publication of the photocopies is allowed without approval from the Museum.
  - D. Please follow the instruction from Museum staff to fill in the appropriate name and page number of the article on the form for photocopying.
  - E. Photocopying service may take up to 10-14 working days to be processed. User must collect the photocopies in person or through a representative. Photocopies will not be mailed or emailed.
  - F. Photocopying Charges :

First 100 pages	Each HKD 4.00	After 100 pages	Each HKD 3.00
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12. When citing articles from our Museum on journals and academic papers, please use a citation style recognised by academia. Any legal obligation incurred from publication is to be solely borne by the user.
13. Please inform the Museum before the publication of papers that cited articles from our archives. The Museum reserves the right for deletion or correction of content related to the items of the Museum.
14. All matters and disputes are subjected to the final decision of the Museum.

## Personal Data Collection Statement

1. Provision of your personal data in this form is non-obligatory, but failure to do so may result in the Kuk being unable to process your application.
2. Personal data collected from you will be used for the following purposes or other purposes which are directly-related to the following purposes: (i) application processing and related administrative work; (ii) internal records and relative data analysis.
3. The personal data provided by you will be kept confidential but may be made available, on a need-to-know basis, to the following parties as necessary for any of the purposes stated in above: (i) employees, directors, company secretaries and other officers of the Kuk; (ii) any agent, contractor or third-party service provider who provides administrative, telecommunications, computer, information technology, payment or other services to

the Kuk in connection with its operation; (iii) any person, government, regulatory or law enforcement authority or administrative organisation to whom the Kuk is required by law or the court to disclose or transfer your personal data; and (iv) any person under a duty of confidentiality to the Kuk, including the Kuk's accountants, legal advisers or other professional advisers.

4. You are entitled to request access to your personal data held by the Kuk and to correct such data, and the Kuk may charge a reasonable fee for processing of such request. If you want to access or correct your personal information, please contact the Po Leung Kuk Museum staff through Tel: 2277 8288 or Fax: 28953935.

On Rules of Access:

☐ I agree to the above rules of access and shall respect the instructions from Museum staff.

Applicant Signature		Date	
Museum Staff Signature		Date	