



Request Form & Conditions for Audio-Visual Collection

1. Name of the Organization :

2. Title of the Film Production :

3. Intended Distribution :

4. Details of the Requested Items:

Volume No.	Code No.	Title

Official use only

Officer in-charge : _____ Signature: _____

Date: _____

5. Audio-visual material is released for reproduction under the following conditions: -

- (a) All the audio-visual materials are copyrighted. It is the user's responsibility to identify the copyright owner and to obtain all necessary clearances before making reproduction for broadcast or commercial use.
- (b) That it is understood that the permission to reproduce the borrowed materials, the whole or part of it, is granted on the condition that the user/user's company agrees to give the Public Records Office a free Betacam or DVD copy. The Public Records Office of Hong Kong reserves the right to release the programme for public viewing on its own facilities.
- (c) That the user indemnifies the Public Records Office against loss or damage to the archival negatives/ prints/ tapes whilst out of official custody.
- (d) That all materials not included in the production shall be destroyed and certificates of destruction shall be sent to the Public Records Office of Hong Kong within 2 months after completion of the film production.
- (e) That the use of the selected audio-visual materials of the Public Records Office of Hong Kong shall be confined exclusively to be the above named project.
- (f) That acknowledgement shall be given to the Public Records Office, Government Records Service of Hong Kong as a source of supply of material used in the programmes.
- (g) That the Public Records Office reserves the right to view the finished production and withdraw from the user/user's company the permission to use the duplicated audio-visual materials at any time if the finished production contains indecent sound and/ or image recording.
- (h) Loan limit for audio-visual material(s) is 3 items (volume) per time and loan period is 5 days.

6. I understand that the audio-visual material(s) should be returned in good condition on or before _____.

7. I understand and agree that I am responsible for compliance with the provisions of the Copyright Ordinance in the use of materials provided by the Public Records Office of the Government Records Service. (Applicant is encouraged to review the Copyright Ordinance available at the Reference Counter.)

8. I _____, the accredited representative of the named company, have read and accepted the above conditions.

Signature of Applicant: _____ Date: _____

Official Chop:

Official use only

Signature of officer in-charge: _____ Date: _____