

# Radio Television Hong Kong TV Programmes Video Archive

## Application Form for Borrowing Television Programmes

*For non-profit-making organizations*

Name of TV Programme:

1.

Name of Episode:

2.

Name of Episode:

3.

Name of Episode:

4.

Name of Episode:

5.

Name of Episode:

Name of

Organization:

Address:

Person-in-charge:

Organization's Chop:

Tel No.:

Fax No.:

Date of Borrowing:

(dd/mm/yyyy)

Email Address:

Date of Return:

(dd/mm/yyyy)

## **Types of non-profit-making organizations:**

1. Kindergartens, primary and secondary schools, post-secondary institutions, universities and other non-profit-making educational organizations.
2. Non-profit-making social service organizations.
3. Various government departments.

*(\* The applicant should produce copies of supporting documents to identify the non-profit-making nature of the organization.)*

## **Guidelines for borrowing:**

1. Completed application forms should reach The Archive 10 working days prior to the borrowing date at the latest.
2. Upon approval of an application, the applicant will be notified of the collection time by phone, fax or email.
3. The collector is required to produce a valid staff ID card together with the collection notice (send by fax or email) for verification purposes before collecting the copy requested.
4. A maximum of 5 episodes are allowed for each application. The borrower may view the programme(s) for a period of 5 days.
5. In case of damage or loss, the applicant will be charged a compensation based on the prevailing retail prices of comparable blank digital storage media and the cost of re-dubbing the programme(s) concerned.
6. RTHK TV Programmes Video Archive has full discretion in lending programmes to applicants. If certain applications are not accepted for any reasons, no objections will be entertained.
7. Applicants should not reproduce the entire or part of the content of the programmes. Those who fail to comply will be subject to legal action.
8. Under no circumstances may the applicant charge a fee for viewing the programme(s).

Enquiry No.: 2339 7602    Fax No.: 2338 3334    Website: [rthk.hk](http://rthk.hk)

Email: [archives@rthk.hk](mailto:archives@rthk.hk)    Address: Television House, 1A Broadcast Drive, Kowloon

*(Remarks: If, for any reason, no copy is available and dubbing has to be done by RTHK, a dubbing fee will be charged upon borrower's consent.)*