



複印申請表格 (供職員使用) Request Form for Photocopying (for Staff)

請於填寫本表格前參閱以下須知。 Please read the following notes before completing this form.

- 請於上課前七個工作天將此表格遞交予本院職員。
Please submit this form to the School seven working days before the requested date of photocopy delivery.
- 即時申請複印，一概恕不受理。
Immediate requests for photocopying will not be entertained.
- 此表格只供複印一個課程／班別所需之複印件。
One form should be completed for photocopying service of each course/class.
- 如申請表格上沒有職員簽署，閣下之申請將不會受理（以電郵申請除外）。
Forms without the signature of a staff (unless submitted by e-mail) will not be processed.
- 請將填妥之表格連同原稿交予本院中環、尖沙咀、將軍澳或其他教學中心；或電郵至 photocopy@scs.cuhk.edu.hk；或傳真至 3110-0611（如適用於港島區課程）、2367-2593（如適用於九龍及新界區課程）或 2770-6376（如適用於將軍澳教學中心課程）。
Completed forms should be sent together with master copies to Central/Tsim Sha Tsui/Tseung Kwan O Learning Centre or other learning centres of the School; or e-mail to photocopy@scs.cuhk.edu.hk; or fax to 3110-0611 (for delivery to learning centres on HK Island), 2367-2593 (for delivery to learning centres in Kowloon and NT) or 2770-6376 (for photocopies needed at TKO Learning Centre).
- 如有任何查詢，請致電 2209-0279/ 2209-0482。
For enquiries, please call 2209-0279/ 2209-0482.

課程編號 Programme/Course Code			
課程名稱 Programme/Course Title			
上課／送件日期 Date of Delivery		上課／送件時間 Time of Delivery	
來稿頁數 Pages of Master Copy		印製份數 No. of Copies Required	

請於適當的方格內填上☑號 Please tick ☑ the appropriate box

教學中心 Learning Centre	<input type="checkbox"/> 美國銀行中心【中環】Bank of America Tower (Central) <input type="checkbox"/> 東海商業中心【尖東】East Ocean Centre (Tsim Sha Tsui East) <input type="checkbox"/> 安年大廈【尖沙咀】Oriental Centre (Tsim Sha Tsui) <input type="checkbox"/> 將軍澳教學中心【將軍澳】Tseung Kwan O Learning Centre (Tseung Kwan O) <input type="checkbox"/> 香港童軍中心【佐敦】Hong Kong Scout Centre (Jordan) <input type="checkbox"/> 詠春樓國術會【旺角】Ving Tsun House Martial Arts Association (Mong Kok) <input type="checkbox"/> 基督教香港信義會信義中學【油麻地】ELCHK Lutheran Secondary School (Yau Ma Tei) <input type="checkbox"/> 香港社會福利服務從業員協會【油麻地】 Hong Kong Social Welfare Employees Association (Yau Ma Tei) <input type="checkbox"/> 香港兆基創意書院【九龍城】HKICC Lee Shau Kee School of Creativity (Kowloon City) <input type="checkbox"/> 明愛社區書院【中環】Caritas Institute of Community Education - On Lok Yuen (Central) <input type="checkbox"/> Keeping Lee Photography Co. Limited【銅鑼灣】(Causeway Bay) <input type="checkbox"/> 香港童軍百周年紀念大樓【灣仔】Hong Kong Scout Centennial Building (Wan Chai) <input type="checkbox"/> 藝舍創作室【沙田】Arthome.hk (Shatin) 其他教學中心 Other Learning Centre _____	課室編號 Classroom No.
-------------------------	--	-----------------------

職員姓名 (博士／先生／小姐／女士／太太)* 聯絡電話
 Name of Staff _____ (Dr./Mr./Miss/Ms./Mrs.)* Contact No. _____

- (i) 印製方式 Format of Copies : (如沒有指定印製方式，本院會採用雙面影印。 If not specified, copies will be double-sided.)
 單面 Single-sided 雙面 Double-sided 釘裝 Stapled 其他 Others: _____
- (ii) 複印用途 Usage of Copies:
 教材 Teaching Materials 考試／測驗卷 Exam/Test Papers 其他 Others: _____

根據《非牟利教育機構影印印刷作品的指引》製作的複製品，必須在每份的首頁，或在複製品之首，夾附說明頁，列明下述資料：
Every set of copies of works made under the "Guidelines for Photocopying of Printed Works by Not-for-Profit Educational Establishments" should contain the following details on the front page or a covering sheet:

作者(如有資料)
作品名稱
來源(出版社)
複製日期

這份資料根據《非牟利教育機構影印印刷作品的指引》複製，請勿再行複製或供應給其他人士。了解及尊重版權，至為重要。

Author (if known)
Title of the work
Source (publisher)
Date of making of this copy

This material has been copied in accordance with the "Guidelines for Photocopying of Printed Works by Not-for-Profit Educational Establishments". You are not permitted to make any further copy of this work, or to make it available to others. It is important to understand and respect copyright.

如需複製有版權保護的印刷作品，請提供有關資料。
If the copying of any printed copyright work is involved, please provide the following information.

作者 Author _____
作品名稱 Title of Work _____
來源(出版社) Source (Publisher) _____

聲明 Declaration:

茲聲明以上交付複印之稿件皆由本人直接提供，本人明白該項稿件並無抵觸任何版權法例，如有，本人願意對違反版權法例一事負一切責任。
I declare that the master copy material is supplied by me. I declare that this instruction to make photocopies does not involve any infringement to copyright laws. If it does, I shall assume all responsibilities arising from the breach of copyright laws.

職員簽署 Signature _____ 日期 Date _____

* 請刪去不適用者。 Please delete if inappropriate.

如發現來稿可能違反版權法例，本院有權拒絕辦理。所導致之任何送件延誤或教學不便，不屬本院責任，職員應盡早遞交複印申請。
The School reserves the right to refuse a photocopying request if it is considered to be a breach of any copyright laws. The School will not be responsible for any consequent delay in the delivery of copies or disruption to teaching. Staff are strongly advised to provide sufficient time for processing of their photocopying requests.

For Official Use Only

Received by _____ Date _____

Registered by _____ Date _____

Processed by _____ Date _____

Collected by _____ Date _____