



澳門理工學院  
Instituto Politécnico de Macau  
Macao Polytechnic Institute

## 澳門理工學院圖書館拍攝許可申請 MPI LIBRARY PHOTO/FILM PERMIT APPLICATION

請於預定的拍攝日期前最至少 **3** 個工作天提出申請。

Please complete and submit the application form at least **THREE** working days before the scheduled day of the shoot.

申請人姓名•Requested By	總人數•Total Number of Crew
機構名稱•Name of Organization 學校/部門•School / Dept	員工 / 學生證號碼•Staff / Student Card No
聯絡電話•Contact Phone No.	電郵•E-Mail
拍攝目的• Purpose of Photo / Film Shoot	
拍攝日期/時間•Date / Time of Photo / Film Shoot	
拍攝地點•Requested Location(s) <input type="checkbox"/> 圖書總館 Main Library <input type="checkbox"/> 懷遠樓林近藏書 Lam Kan Special Collection <input type="checkbox"/> 圖書館 (氹仔校區) Library (Taipa Campus)	
特別要求•Special Requirements	

1. 未經圖書館負責人許可，不得在圖書館內拍攝照片或錄像。
2. 拍攝圖書館工作人員/讀者前必須先獲得其書面許可。
3. 拍攝期間不允許中斷圖書館服務。
4. 申請人應對因拍攝而造成的任何損壞承擔責任。
5. 本圖書館工作人員保留終止導致不當干擾、違反圖書館或學院規章、或危及參與者、圖書館讀者和圖書館工作人員的健康和安全的任何攝影、錄製或拍攝的權利。

1. Photographs or films cannot be taken in libraries without permission from the Library Director or staff person in charge.
2. Library staff and users cannot be photographed or filmed without their written permission.
3. Disruption of library service is not permitted.
4. The applicant shall be liable for any damages caused as a result of the work.
5. MPI Library staff reserve the right to terminate any photography, recording, or filming that causes an undue disturbance, violates Library or Institute policies or regulations, or endangers the health and safety of participants, library patrons, and library staff.



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本人了解圖書館內拍攝條件，並要求許可拍攝澳門理工學院圖書館內部。經簽署，本人同意遵守上述條件。

I, the undersigned, understand the conditions governing photography or filming within libraries and request permission to photograph or filming the interior of MPI Library. By signing below, I agree to conform to the conditions stated above.

簽名•Signature: \_\_\_\_\_

日期•Date: \_\_\_\_\_

**收集個人資料聲明•Personal Data Collection Statement**

閣下所提供的資料，只會被用作處理拍攝許可申請用途。同時，所提供的個人資料將按照第 8/2005 號法律《個人資料保護法》相關規定進行處理。

The information you provide will be used for the purpose of processing the photo/film permit application only. All personal data provided will be treated in accordance with relevant provisions of Act No. 8/2005 Personal Data Protection Act.

圖書館專用 / FOR LIBRARY USE ONLY	
Staff signature	Date
Approved by Library Director	Date
<input type="checkbox"/> Reply to applicant	
<input type="checkbox"/> Permit issue	<input type="checkbox"/> Permit return
Remarks	