

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 the user indemnifies the Public Records Office against loss or damage to the archival negatives/ prints/ tapes whilst out of official custody.
 - (c) That the use of the selected audio-visual materials of the Public Records Office shall be confined exclusively to be the above named project.
 - (d) That acknowledgement shall be given to the Public Records Office, Government Records Service as a source of supply of archival records used in the programmes.
 - (e) 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.
 - (f) Loan limit for audio-visual material(s) is 3 items 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 undertake that I will comply with all legal requirements including but not limited to those set out in the Copyright Ordinance (CAP. 528) (A copy of the Copyright Ordinance is available at the reference service counter for users' perusal. It is also available at the following website: <http://www.legislation.gov.hk/eng/home.htm>).
8. I _____, the accredited representative of the named company, have read and accepted the above conditions.

Signature of Applicant: _____ Date: _____

Official Chop:

* Personal data given by the applicant shall be used for processing the application only. Request for access to and/or correction of personal data should be made to Public Records Office at 2195-7700.