



## **Public Records Office** **Audio-Visual Room Rules**

### **Conditions of Use**

1. Use of listening and viewing facilities in the audio-visual room is free of charge.
2. Users are required to fill in a request form on each occasion they request to use the facilities.
3. Users must listen to the audio-visual materials through a headset at an assigned video television.
4. Users must not disturb others while using the audio-visual room facilities. They must leave the audio-visual room after using the service.
5. The video tape issued to the users must be rewound and returned to the Circulation Counter before leaving.
6. Use of the Audio-Visual Room other than the purpose for which it is intended is not allowed. The Room shall accommodate the prescribed number of users only.
7. Should any damage be done to any equipment, furniture or audio-visual materials, the user will be charged the cost of replacement.
8. Users are not allowed to bring in recording equipment or to make a recording of the audio-visual materials in the audio-visual room.

### **Reservations**

1. Users may make advanced booking for the same day, if the room is occupied at the time of their visit.
2. When making a booking, users must fill in a request form.
3. Users who fail to turn up after 10 minutes of the appointed time may lose the booking if another eligible user is waiting.
4. Each booking is 30 minutes. More than one booking is acceptable only if the video televisions are available.
5. Bookings are not transferable.

### **Enquiries**

For enquiries on the use of audio-visual room facilities, please contact the PRO staff at 2195 7724.