



## The Rules on Using the Public Records Office Search Room

Welcome to the Public Records Office Search Room. This room was designed with the primary goal of providing the best possible environment for you to conduct research with the material we hold. It is open from 9:00 a.m. to 5:45 p.m. Monday to Friday, excluding public holidays. Request for research material and copying service, as well as the settlement of all payments are accepted up to 5:15 p.m. on weekdays.

To ensure the preservation of the archival records, we ask all our users to adhere to a few reasonable rules:

We need to know who our users are, what their needs are and which records they are currently using. It is therefore vital that all visitors to register with us and complete an application for Reader' s Ticket onsite before using our services and facilities (Reader' s Ticket is valid for a period of one year.)

To ensure the continued physical and intellectual integrity of these historical material, it is important that you :

- handle all material carefully and not to mark, fold, tear, or otherwise harm them in any way;
- not to put any objects or rest your arms on the material;
- maintain the material in the order in which they are arranged;
- not to remove the material away from the Search Room or the Reference Services Area;
- wear cotton gloves when handling our holdings.

For the sake of enhancing the preservation of our holdings, no bags, handbags, suitcases, document folders, foods and drinks are allowed in the Search Room. Also, the original copy of holdings may not be provided if viewing copy (e.g. digital image and microfilm) is available. Since chemical substances in fountain pens, ball pens, and correction pens may threaten our archives, you are advised to use pencils only in the Search Room. Pencils are available at the counter upon request.

Please be quiet and self-disciplined in the Search Room. Teleconversation is prohibited in the Search Room. Apart from scanner, personal photographic device (e.g. digital camera) may be used for taking photos of some of the holdings on condition that prior approval is obtained from our duty staff. The Visitor' s Common Room on the first floor is open for freshening up. Smoking is strictly prohibited in all areas of the Hong Kong Public Records Building.

You may be requested to show your belongings for inspection when leaving. Your kind co-operation makes our service better.

Public Records Office, Government Records Service  
24 April 2017

**Personal Data (Privacy) Ordinance**  
**Notification**

- (a) The personal data provided by means of this Reader' s Ticket application form will be used for the purpose of the application only.
- (b) You have a right to request access to and the correction of the personal data in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The provision of a copy of the data may be subject to a charge as demanded by Public Records Office.
- (c) Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to Assistant Archivist:

Address: Public Records Office, Government Records Service  
1/F, Hong Kong Public Records Building  
No. 13, Tsui Ping Road  
Kwun Tong Kowloon.  
Tel. No. : 2195 7700

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