



## **PUBLIC RECORDS OFFICE** **USING THE 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.

It is the responsibility of our staff to provide access to our archival material for you and also to ensure the preservation of these records for the future. To assist us in accomplishing these twin goals, we ask all our researchers 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 researchers register with us and complete an *Application For Reader's Ticket* before using our services and facilities (*Reader's Ticket* is normally issued for a period of one year.)

When requesting for research material, please use the (*Archives/Library Material Request Form*) or the (*Audio-Visual Collection Request Form*), whichever is appropriate. This will assist us in tracking the records use and planning conservation priorities. Please note that up to 3 items will be distributed per time.

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, foods and drinks are allowed in the Search Room. Also, 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. Smoking is strictly prohibited in all areas of the Public Records Building. The Visitor's Common Room on the first floor is open for freshening up. Mobile Phone, Typewriters, personal computers or video recording equipment may be used on condition that our staff is informed and approval is granted from our archivist.

You may be requested to show your belongings for inspection when leaving.

Your kind co-operation makes our service better.

**Personal Data (Privacy) Ordinance**

**Notification**

- (a) The personal data provided by means of this reader 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**

**1/F, Hong Kong Public Records Building**

**No. 13, Tsui Ping Road**

**Kwun Tong**

**Kowloon.**

**Tel. No. : 2195 7728**